

# Code of Practice on the Design, Approval, Monitoring and Review of Taught Programmes

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<b>Target Audience</b>	
People who need a detailed knowledge of the Code of Practice	Director of Education; Quality Unit; Learning and Teaching Committee; Academic Registrar; Directors of Studies; Module Convenors
People who need a broad understanding of the Code of Practice	Management Committee; Students
People who need to know that the Code of Practice exists	Academic Registry; Professional Courses Unit; Academic staff

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## 1 Introduction and Context

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- 1.1 This Code of Practice sets out the broad principles that guide the design, approval, annual monitoring and review of taught programmes offered by the Liverpool School of Tropical Medicine (LSTM). It also identifies the provisions that will be made in the event of a programme or award being withdrawn. It is designed to meet the expectations of the UK Quality Code for Higher Education that LSTM will discharge its responsibilities for setting and maintaining academic standards and for assuring and enhancing the quality of learning opportunities by operating:
- Effective processes for the design, development and approval of programmes
  - Effective, regular and systematic processes for monitoring and for review of programmes
- 1.2 This Code of Practice complies with all current statutory and legislative requirements, including the Equality Act 2010 and the Data Protection Act 1998. It is set within the context of the UK Quality Code for Higher Education Part A and Chapters B1 (Programme Design and Approval) and B8 (Programme Monitoring and Review).
- 1.3 Related documents
- Procedure for the Approval of New Programmes and Major Modifications to Programmes
  - Procedure for the Approval of New Modules
  - Procedure for Annual Review and Approval of Minor Modifications to Programmes and Major/Minor Modifications to Modules
  - Procedure for Periodic Review
  - Flowchart: Overview of Programme Approval

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## 2 Scope

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- 2.1 This Code of Practice applies to all LSTM programmes that lead to an award. It excludes non-award-bearing short courses.
- 2.2 The processes described apply to:
- new programmes and modules
  - major modifications to existing programmes and modules
  - minor modifications to existing programmes and modules

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### 3 Roles and Responsibilities

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- 3.1 The Director of Education will:
  - 3.1.1 Approve suggestions for new programmes as being appropriate for development
  - 3.1.2 Approve the appointment of external reviewers for programme approval
  - 3.1.3 Recommend to the Management Committee appropriate external reviewers for periodic review
- 3.2 The Proposer of a new programme or module will prepare and submit the approval documentation.
- 3.3 The Programmes Board will review the academic rationale, market need, and the relationship of proposed new modules and programmes to the overall education and training portfolio and make a recommendation to the Learning & Teaching (L&T) Committee.
- 3.4 The Learning & Teaching Committee will:
  - 3.4.1 Consider the strategic fit of the proposed programme and review the proposed budget in terms of sustainability and financial return to LSTM
  - 3.4.2 Recommend to the Management Committee that a full programme proposal be developed and that it be sent for scrutiny by the Quality Management Committee (QMC)
  - 3.4.3 Recommend to the Management Committee that new programmes and major modifications to programmes endorsed by the QMC are given final approval
  - 3.4.4 Approve new modules and major modifications to modules upon the recommendation of the QMC
  - 3.4.5 Review annually the financial sustainability, resourcing and trends in student recruitment for all programmes and make recommendations to the Management Committee regarding programme continuation, suspension or closure
- 3.5 The Quality Management Committee will:
  - 3.5.1 Review proposed new programmes and major modifications to programmes and make recommendations to the L&T Committee
  - 3.5.2 Review new modules and major modifications to modules and make recommendations to the L&T Committee
  - 3.5.3 Approve minor modifications to programmes and modules

- 3.5.4 Scrutinise Annual Programme Reviews
  - 3.6 The Management Committee will:
    - 3.6.1 Grant approval to develop a programme
    - 3.6.2 Grant final approval of new programmes
    - 3.6.3 Approve programme continuation, suspensions and closures
    - 3.6.4 Approve external reviewers for periodic review
  - 3.7 The Director of Studies for a programme will produce the Annual Programme Review in discussion with the programme teaching team
  - 3.8 The Module Convenor will produce the Annual Module Review in discussion with the module teaching team.
  - 3.9 The Board of Studies will discuss the Annual Programme and Module Reviews, including in-principle agreement to any proposed modifications.
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## **4 Programme Approval and Design**

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- 4.1 The purpose of the programme approval and design process is to ensure that:
  - 4.1.1 Threshold academic standards are maintained
  - 4.1.2 Students receive high quality learning opportunities
  - 4.1.3 Consideration is given to the availability of resources
  - 4.1.4 Proposals for new programmes are relevant, compatible with other programmes offered and consistent with LSTM's mission and Strategic Plan
  - 4.1.5 The approach used to approve new and amended programmes is proportionate to the risk inherent in the nature of a particular proposal
  - 4.1.6 The decision to approve a programme is informed by both the business case and the academic merit of the proposal

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## 5 New Programmes and Modifications to Programmes

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- 5.1 **Major modifications** to programmes are those which alter the nature, focus and purpose of the programme, and/or the award title(s) to which it leads. Major modifications to a programme are defined as:
- modifications that affect 25% or more of a programme
  - modifications to 25% or more of the aims of a programme
  - modifications to 25% or more of the learning outcomes of a programme
  - modifications to 25% or more of the mode of delivery of a programme
- 5.2 The *Procedure for the Approval of New Programmes and Major Modifications to Programmes* details the following stages (Appendix 1):
- 5.2.1 **Stage 1:** The Management Committee will consider a proposal to develop a new programme (make major modifications to an existing programme) following consideration of the academic rationale of the outline proposal by the Programmes Board and confirmation by the L&T Committee that it is financially sound and is in line with LSTM's mission and strategic plan
- 5.2.2 **Stage 2:** If approval to develop the programme (make the modifications) is given by Management Committee, , the Proposer will develop the full programme specification together with specifications for the constituent modules (if applicable) and will nominate the external reviewer(s)
- 5.2.3 **Stage 3:** Following approval of the external reviewer(s) by the DoE, the Proposer submits the programme documentation for external review
- 5.2.4 **Stage 4:** The QMC will consider the academic quality and standards of the proposed programme (or modifications), including the report(s) from external review, and make a recommendation to the L&T Committee
- 5.2.5 **Stage 5:** The Management Committee will consider a programme (or modifications to a programme) for final approval following a positive recommendation from the L&T Committee
- 5.3 Programmes will be approved for a fixed period (normally 5 years for credit-bearing programmes and 3 years for non-credit-bearing programmes) and will then be subject to re-approval (Section 8.1).
- 5.4 **Minor modifications** to programmes are defined as changes that affect less than 25% of the programme and which do not constitute major modifications.

5.5 Minor modifications are dealt with under The “*Procedure for Annual Review and Approval of Minor Modifications to Programmes and Major/Minor Modifications to Modules*” which details the following stages:

5.5.1 **Stage 1:** As part of the Annual Programme Review process, the Board of Studies will discuss any proposed minor modifications to the programme and, if considered appropriate, will endorse the proposed modification and request approval

5.5.2 **Stage 2:** The QMC will consider the proposed minor programme modifications for approval as part of the annual programme review process and will grant approval if the proposed modifications are considered to be appropriate. If the modifications are not considered to be minor, the programme will be required to go through the “*Procedure for the Approval of New Programmes and Major Modifications to Programmes*” (Section 5.2)

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## 6 New Modules

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6.1 Submission of a modular programme for approval will include consideration of its constituent modules. Proposals for new and modified modules may also be considered independent of programme approval.

6.2 The *Procedure for the Approval of New Modules* details the following stages:

6.2.1 **Stage 1:** The Module Proposal will be considered by the Programmes Board and a recommendation made to the L&T Committee.

6.2.2 **Stage 2:** The L&T Committee will refer the proposed Module Specification to the QMC to review the academic quality and standards

6.2.3 **Stage 3:** The L&T Committee will consider the module for approval following a positive recommendation from the QMC

6.3 Major and minor modifications to modules are dealt with under the *Procedure for Annual Review and Approval of Minor Modifications to Programmes and Major/Minor Modifications to Modules*”

6.4 **Major modifications** to modules are defined as changes to modules which may have an effect on the programmes of which they are part and include changes to the:

- Module title
- Credit value
- Assessment method(s)
- Assessment weighting
- Aims and learning outcomes
- Designation of the module to mandatory

- 6.5 **Minor modifications** to modules are defined as changes to modules which do not have any direct effect on the programmes of which they are part and which do not constitute major changes.
- 6.6 The “*Procedure for Annual Review and Approval of Minor Modifications to Programmes and Major/Minor Modifications to Modules*” details the following stages:
- 6.6.1 **Stage 1:** The Board of Studies will consider the proposed modifications and if considered to be appropriate, will request approval for the changes
- 6.6.2 **Stage 2:** As part of the annual module review process the QMC will consider proposed minor and major modifications to modules. Minor modifications may be approved by QMC. Endorsements for major modifications are recommended for approval by the L&T Committee

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## 7 Programme Monitoring

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- 7.1 A programme (and its constituent modules if appropriate) must be reviewed at least once during the academic year at a time appropriate to when it is delivered.
- 7.2 The *Procedure for Annual Review and Approval of Minor Modifications to Programmes and Major/Minor Modifications to Modules* details the process to be followed for the annual review of programmes and modules. The Annual Programme Review will be written by the Director of Studies and will be submitted to the Board of Studies for discussion and approval for request of any proposed changes before consideration by the QMC. The Annual Module Review will be written by the Module Convenor and follow the same approval process.
- 7.3 The purpose of programme monitoring is to ensure that:
- 7.3.1 High standards are maintained in the quality of teaching
- 7.3.2 The quality of learning opportunities conforms to external standards
- 7.3.3 Learning and teaching developments are informed by the views of staff, students, graduates, external examiners and other stakeholders
- 7.3.4 The aims and learning outcomes of modules are consistent with the programme(s) of which they form a part
- 7.3.5 Resource issues affecting the student learning experience are identified
- 7.3.6 Effective practice is highlighted and disseminated
- 7.3.7 A clear action plan for quality enhancement is developed
- 7.3.8 Issues regarding future recruitment and/or financial sustainability are identified



- 7.4 Reviews should identify what has gone well during the year, areas for improvement/enhancement and effective practice which can be shared, together with an action plan for the next academic year. Reviews are expected to be evaluative and reflective rather than descriptive and to draw on as wide a range of evidence as possible.

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## 8 Re-approval of Programmes and Periodic Review

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- 8.1 Programmes will be reviewed for re-approval according to the timescale specified at the point of initial approval. The process should follow that described in Section 5.2 but the documentation should in addition include consideration of:
- 8.1.1 Incremental changes made since approval as a result of annual monitoring
  - 8.1.2 The continuing relevance and financial sustainability of the programme
  - 8.1.3 Proposed revisions to the programme and module specifications and how these have been informed by experience of delivering the programme
- 8.2 LSTM will organise a periodic review of all of its teaching provision every five years according to the *Procedure for Periodic Review*. The review will be timed to coincide with the mid-point between institutional reviews by the QAA and involve external reviewers and students. The remit of periodic review will be broad and consider the continuing validity and relevance of the teaching portfolio, the provision of learning opportunities and the quality of the student experience.

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## 9 Programme Closure

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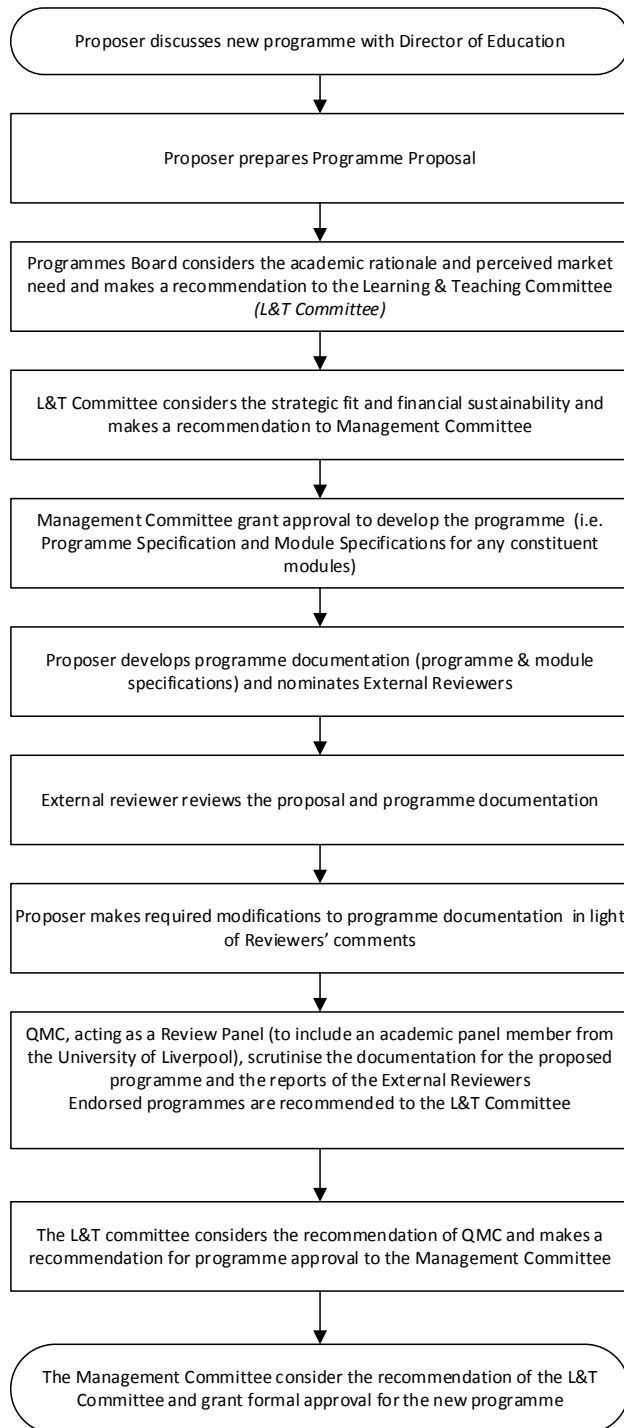
- 9.1 The Management Committee will discontinue or suspend a programme upon the recommendation of L&T Committee based on the outcomes of monitoring and review.
- 9.2 Programmes may be discontinued or suspended without the withdrawal of their constituent modules.

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## Appendix 1: Overview of Programme Approval

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### Overview of Programme Approval



<b>Annex of Modifications</b>		
<b>Version</b>	<b>Date of issue</b>	<b>Details of modification from previous version</b>
1.1	30.01.15	Minor edits following review by Management Committee 28.01.15
1.2	10/04/15	Minor edits following University of Liverpool Accreditation review 02.03.15
1.3	03/08/15	Edits following review of programme/module approval procedures

# Procedure for the Approval of New Programmes and Major Modifications to Programmes

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## Stage 1: Approval to develop the programme

- 1 The Director of Education (DoE) meets with the Programme Proposer (Proposer) to discuss the suggestion for the new programme.
- 2 If the DoE supports the suggested new programme, the Proposer completes a Programme Proposal (Proposal) form and submits it to the Programmes Board for review.
- 3 The Programmes Board reviews the academic rationale and the perceived market need, and if approved, the Proposal is recommended for review by the Learning & Teaching Committee (L&T Committee).
- 4 The L&T Committee review the strategic fit and proposed budget in terms of sustainability and financial return to LSTM. **Note:** *a budget is not required for major modifications to existing Programmes unless there are resource implications.* If approved, the L&T Committee make a recommendation to Management Committee to grant approval to develop the full proposal (i.e. produce the Programme Specification and the specifications of any constituent modules).
- 5 The Management Committee review the Proposal to ensure that the proposed programme conforms to the LSTM Strategic Plan and if so, grant approval for the Proposer to develop the programme.

## Stage 2: Programme Documentation

- 6 The Director of Education advises the Proposer of the Management Committee's decision and the Proposer develops the full programme documentation and nominates the external reviewers.

## Stage 3: External Review process

- 7 The Proposer sends the External Reviewer nomination forms to the Director of Education for approval. **Note:**
  - *Non-credit bearing programmes require one External Reviewer*
  - *Credit-bearing programmes require two External Reviewer*
- 8 The Director of Education prepares a formal letter of invitation and forwards it to the Proposer.
- 9 The Proposer sends the letter of invitation to the External Reviewer(s) along with the Proposal, the draft Programme Specification and Module Specifications for comment.
- 10 The External Advisor returns comments on the Proposal to the Proposer.
- 11 The Proposer revises the draft Programme Specification and Module Specifications in light of the External Reviewers' comments and submits the programme documentation and Reviewers' reports to QMC.

#### **Stage 4: Quality Management Committee**

- 12 The Quality Management Committee (QMC) acting as a Programme Review Panel (and including an academic representative of the University of Liverpool) scrutinise the documentation for the proposed programme and the reports from the External Reviewers.
- 13 Following scrutiny, the QMC make a recommendation to the L&T Committee.

#### **Stage 5: Formal approval**

- 14 If the QMC recommendation is to endorse the proposed programme, the L&T Committee make a recommendation to the Management Committee that the programme be approved.
- 15 The Management Committee considers the programme for final approval following a positive recommendation from the L&T Committee.
- 16 **Note:** Credit-bearing programmes are normally approved for 5 years and non-credit-bearing programmes for 3 years. At the end of the fixed period, programmes are then subject to re-approval.

## **Procedure for the Approval of New Modules**

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### **Stage 1: Approval in-principle**

- 1** The Director of Education meets with the Module Proposer (Proposer) to approve the suggested new module as being appropriate for development.
- 2** If the suggestion is accepted, the Proposer completes a Module Proposal form.
- 3** The Programmes Board reviews the new Module Proposal and makes a recommendation to the Learning & Teaching Committee (L&T Committee).
- 4** The L&T Committee considers the recommendation from the Programmes Board along and the Module Proposal and if considered appropriate, will approve the development of the Module Specification.
- 5** The Module Proposer prepares the full Module Specification.

### **Stage 2: Review of Academic Quality and Standards**

- 6** The QMC (including University of Liverpool member), receive the Module Proposal and scrutinise the Module Specification in order to consider the academic quality and standards of the proposed module.
- 7** Following scrutiny, the QMC make a recommendation to the L&T Committee.

### **Stage 3: Approval**

- 8** The L&T Committee will consider the new module for approval following a positive recommendation from the Quality Management Committee.

# Procedures for Annual Monitoring and the Approval of Minor Modifications to Programmes and Major/Minor Modifications to Modules

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## The Annual Monitoring Process

All LSTM programmes (and any constituent modules) are subject to annual review. The Annual Review process aims to ensure that:

- The quality of learning opportunities delivered in LSTM conforms to external standards
- Module aims and learning outcomes are consistent with the programme(s) of which they are part
- L&T developments are informed by the views of staff, students and external examiners
- Resource issues affecting teaching are identified
- Effective practice is highlighted and disseminated
- A clear action plan is developed for quality enhancement

### Stage 1: Module and Programme Review

- 1 The **Quality Unit** notifies the Module Convener that the module is to be reviewed and sends the following documentation:
  - i the Annual Module Review (AMR) form and guidance for completion
  - ii the previous year's Annual Module Review form
  - iii the Module Review Summary form (feedback from MEQs, focus groups and BoS)
  - iv the External Examiner's Report for the previous academic year
- 2 The **Module Convener** and the module teaching team review the module
- 3 The **Module Convener** completes the Annual Module Review (AMR) and returns it to the Quality Unit
- 4 The **Quality Unit** forwards the completed AMRs to the relevant Director of Studies along with:
  - i The Annual Programme Review (APR) template
  - ii The previous year's APR
  - iii The Module Evaluation Summary forms
  - iv The current Programme Specification
  - v The External Examiner report(s) for the previous academic year

- 5 On receipt of the AMRs and associated documentation, the **Director of Studies** completes the APR template, updates the Programme Specification and submits the completed APR and Programme Specification to the Quality Unit
  - i The **Board of Studies** receives and reviews the AMRs, the APR and the updated Programme Specification, agrees required revisions to the APRs and AMRs and may endorse requests for:
    - major and minor modifications to modules
    - minor modifications to the programme

## Stage 2: Approval of Minor Modifications to Programmes and Modules

- 6 The **Quality Management Committee**
  - i Receives and reviews the APRs and updated Programme Specification and identifies any required changes to the documents
  - ii Receives the completed AMRs
  - iii Reviews requests for modifications to modules and programmes and may decide to:
    - approve minor modifications to modules
    - approve minor modifications to programmes
    - endorse major modifications to modules and recommend their approval to the L&T Committee

## Stage 3: Approval of Major Modifications to Modules

- 7 The **Learning and Teaching Committee** consider the recommendation of the QMC and, if considered appropriate, recommend approval of the proposed major modifications to the module.

Major modifications to programmes are dealt with under the “*Procedure for Approval of New Programmes and Major Modifications to Programmes*”



## Procedure for Periodic Review

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### Introduction

As part of LSTM's programme monitoring and review processes, all programmes undergo Periodic Review approximately every five years. Periodic Review would normally consider a group of related programmes and, dependent on timescale, may be combined with re-approval of those programmes (excluding programmes that have been approved within the previous 12 months).

Periodic Review builds on and reflects the Annual Programme Monitoring process and provides an opportunity to evaluate and reflect upon programmes in depth and to identify any actions for enhancement. Its purpose is to consider the continuing validity and relevance of the programmes, the provision of learning opportunities and the quality of the student experience. As such, Periodic Review is more substantial than Annual Programme Monitoring with a broader remit and a wider range of inputs.

The outcome of the review is a report which identifies strengths/good practice and any conditions or recommendations.

### Scope

The grouping of programmes for consideration at Periodic Review is determined following consultation involving the Director of Education and the Quality Assurance Manager. The grouping of several cognate programmes at one Periodic Review provides an opportunity for cross-programme development and ensures the congruency of related programmes.

### Principles

Periodic Review is intended to be a collegiate activity with the aim of enhancing future provision, rather than as an audit of performance.

### The Periodic Review Panel

The Periodic Review Panel will review the delivery and development of programmes over the preceding period by considering a set of documents submitted by Programme Review Team in advance and conduct a review event when the provision will be discussed with staff, students and other stakeholders (as appropriate).

The panel will comprise:

- A Chair who should be a senior academic from another faculty than the programme under review, e.g. the Dean of Faculty (or representative). Should the programme be within both faculties then the Chair should be the Deputy Director or representative
- A member of academic staff from a different faculty
- A member of staff from a different department of the same faculty
- A representative from the Quality Management Committee. This should not be someone who is from the area under review. If it proves impossible to select a representative from outside the area under review, then a suitable alternative should be proposed for approval by the Director of Education
- A student representative
- A member of academic staff with relevant subject expertise from another UK Higher Education Institution
- A representative of Professional Services
- A member of the Quality Unit to act as Secretary to the Panel
- The Quality Assurance Manager (or representative) to provide advice, guidance and support.

### **The Programme Review Team**

The Programme Review Team consists of:

- The Directors of Studies for the programmes under review
- Academic members of staff from the programmes under review
- Representatives from administrative and professional support services

### **The Schedule of Reviews**

The Quality Assurance Manager in consultation with the Director of Education will draw up a schedule of reviews. The schedule will be approved by the Quality Management Committee

### **The Documentation**

The central documents required for Periodic Review are the Self Evaluation Document, its evidence base, and the Student Written Submission.

## The Self Evaluation Document

The Self Evaluation Document is the main record of the analysis and evaluation undertaken by the Programme Review Team and provides an overview of the operation of the programmes over the years being considered. It requires the team to critically appraise the curriculum and learning opportunities, and to reflect upon the views of its students, its external examiners and other stakeholders. It should include:

- Incremental changes made since the last approval as a result of annual monitoring
- The continuing relevance and financial sustainability of the programmes
- Proposed revisions to programme and module specifications and how these have been informed by experience of delivering the programmes

In producing their Self Evaluation, the Programme Review Team should draw on the following sources of evidence, as appropriate and which should be included in the evidence base:

- The current Programme Specifications
- The Annual Monitoring Reports covering the review period
- External Examiner reports covering the review period
- The report of the last Periodic Review or validation
- Statistical data including particularly retention and completion data
- The outcomes of any relevant national student surveys e.g. Higher Education Academy Postgraduate Taught Experience Survey
- Student feedback (e.g. from module evaluations, focus groups, Staff Student Liaison Committee)
- Outcomes of any professional accreditations which have taken place since the last Periodic Review (where appropriate)
- Engagement with the Peer Observation process

The Self Evaluation should address as appropriate:

- The rationale for the academic content of the programmes.
- Major changes to the programme that have occurred through the annual review process since the date of the last Periodic Review, and a summary of the cumulative impact of the changes on the currency and coherence of the curriculum.
- A clear statement of any proposed changes.
- A review of assessment strategy and outcomes, including comment on any anomalies in results for modules or for the provision as a whole.
- A commentary indicating how student feedback has been addressed during the review period, and how it has informed the development of the provision
- An indication of the research and scholarly activity base which underpins the teaching and delivery of the programmes

- An indication of any issues that the Programme Review Team consider to have had a significant impact on the quality and delivery of the programme
- An evaluation of the way in which actions arising from the annual review process have affected the development of the programme

## **The Student Written Submission**

It is recommended that students from the programmes produce a brief report based on the perceived strengths and areas for enhancement. It is suggested that this is facilitated by the student representatives. Production of the report can be achieved through a number of mechanisms, although it is recommended that a dedicated focus group be held to facilitate its production. The format of the submission is not prescriptive, but should aim to be no longer than 2 sides of A4 in length and must be prepared by students, for students. It cannot be written by staff and agreed with students. It is also important that the submission is representative of the majority of students.

## **The process**

The Quality Unit will coordinate the conduct of Periodic Review, provide secretarial support and publish guidance for the management of the review process.

The review will normally take place over the course of one day but this may be extended where the group of programmes is large or complex. The Quality Assurance Manager will agree the length of the review in consultation with the Director of Education and the Programme Review Team.

## **Pre-Review**

Four weeks prior to the review, the Quality Unit will make the review documentation available to the Periodic Review Panel. Panel members will be asked to provide brief written contributions to inform the setting of an initial agenda.

One week prior to the review, the Panel will agree a preliminary agenda that identifies key areas for discussion and will identify any requests for additional documentation. The initial agenda will be shared with the Programme Review Team.

## **The Review Event**

### **Review meeting with members of the Programme Review Team**

The purpose of this meeting is to enable the Panel to explore issues that have arisen from their reading of the documentation. Whilst individual members of the Programme Review Team do not necessarily need to be present at every meeting it is important that a full spectrum of staff involved should attend. The Quality Unit should be provided with a list of attendees prior to the review. The Director of Studies will have responsibility for deciding who attends. The meeting should be minuted by a member of staff from the Quality Unit.

## **Review meeting with students**

The purpose of this meeting is to allow the Panel to explore the issues raised in the Student Written Submission and to hear directly from students about the quality of their learning experience. Areas for discussion could include, but is not limited to:

- quality of teaching
- timeliness and quality of feedback on assessed work
- appropriateness/manageability of the workload
- effectiveness of LSTM's student feedback mechanisms
- academic and pastoral support
- accessibility to resources

The Student Experience Officer can provide guidance with regard to appropriate student representation at the meeting.

## **Post-review**

Three weeks following the review, Programme Review Team will receive the review report which will identify good practice, and state recommendations (issues that must be addressed by the course team in order to maintain academic standards) and/or conditions (issues considered desirable to achieve in enhancing or improving the student learning experience, but not directly affecting academic standards).

The Programme Review Team should complete a review action plan identifying appropriate actions to address conditions/recommendations of the Panel and/or giving reasons why recommendations will not be acted upon.

The report and accompanying action plan will be received by the Quality Management Committee and will be made available to students.

## **Annual follow-up**

The action plan will be reviewed by the Quality Management Committee as part of the Annual Programme Monitoring process.

## Overview of Programme Approval

