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**PGR PERIODIC REVIEW**

APPENDIX 9

TEMPLATE PERIODIC REVIEW REPORT

1. **GUIDANCE**

Within three weeks of the review event the Minute Secretary (PGR Quality Officer) will draw together the final report and circulate it amongst panel members for final comments.

The report should be finalised within four weeks of the review event and sent to the Dean of the review area by the Minute Secretary so that an Action Plan can be drawn up in response to the recommendations.

Appendix 10, the template for the External Panel Member Report should be completed by the external panel member(s) simultaneous to this report being completed and then appended to the Report.

1. **REPORT STRUCTURE**

The Report should contain six sections; an explanation of what should be covered is outlined in italics below:

**SECTION 1: General information on the review**

1. *List of programmes included in the review*
2. *List of partnerships included in the review*
3. *Name and role of all members on the review panel*
4. *Schedule of meetings held during periodic review*
5. *Comment on the level of student engagement in preparation for the review generally, the preparation of the SED, attendance at and contributions to the Meeting with Students*

**SECTION 2: Generic comments as a result of the meeting with students**

*This section should be written in a way that ensures that no individual student could be identified*

**SECTION 3**

*This section should contain the summary of each of the review meetings and evaluate the practice/provision of the review area. Strengths and areas for improvement should be highlighted along with any recommendations for action.*

**Section 3.1 Research environment**

**Section 3.2 Student support**

**Section 3.3 Management of PGR provision**

**Section 3.4 Student engagement**

**Section 3.5 Quality and enhancement management**

**SECTION 4: Conclusions**

*This section should provide:*

1. *an overview of the event based on the findings outlined in the previous parts of this report*
2. *a list of areas for commendation*
3. *the judgement of the external reviewer(s) on the quality and standards of the provision and its relationship to the Framework for Higher Education Qualifications*
4. *verification that the provision remains up to date with developments in the sector and in the discipline and remains fit for purpose*

**SECTION 5: Good Practice**

*This should include examples of good and/or innovative practice within the review area that has been identified during the review.*

**SECTION 6: Summary of Recommendations**

1. *Using the table provided, this section should outline the recommendations for action listed in Section 3. Recommendations should be identified at School/Institute, Faculty and University level and should indicate the timescale by which the action should be completed.*
2. *Where the review panel considered that student engagement was not satisfactory, in terms of engagement with the SED and/or attendance at the event, there should be a recommendation for the Dean of the review area to provide an explanation of how the student communication and engagement plan was implemented and an evaluation of how or where it was successful and how or where it failed. This statement must be submitted with the Action Plan to the Faculty PGR Committee and subsequently to the University PGR Committee.*

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**PGR INTERNAL PERIODIC REVIEW**

REPORT ON THE PERIODIC REVIEW OF:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which took place on DATE

Faculty of NAME

**SECTION 1: General information on the review**

**SECTION 2: Generic comments as a result of the meeting with students**

**SECTION 3:**

**Section 3.1 Research environment**

**Section 3.2 Student support**

**Section 3.3 Management of PGR provision**

**Section 3.4 Staff engagement**

**Section 3.5 Quality and enhancement management**

**SECTION 4: Conclusion**

**SECTION 5: Good Practice**

**SECTION 6: Summary of recommendations**

**SECTION 6: Summary of Recommendations**

|  |  |  |  |
| --- | --- | --- | --- |
| **Theme**  *(e.g. Student support)* | **Recommendation** | **Level of responsibility (School/Institute, Faculty or University)** | **Date for completion** |
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