



POLICY FOR INTERNAL PROGRAMME REVIEW

1. All College programmes are reviewed internally, normally every five years. The Academic Board will have the right to vary this as appropriate.
2. In respect of each programme to be evaluated a review group will be appointed by the Quality Assurance Committee of the Academic Board.
 - The review group will normally be formed of four people.
 - At least one member of the review group will be a member of the Quality Assurance Committee.
 - At least one member of the review group will be a member of the College Staff (other than the leader of the programme).
 - At least one member of the review group will be external to the College (preferably with academic expertise).
 - At least one member of the review group will be a student.
3. The review group will:
 - Identify a series of questions to be put (in writing) to the appropriate programme Leader.
 - Identify a series of questions to be put (in writing) to other tutors involved in the programme.
 - Obtain access to staff and student evaluation forms for the programme.
 - If necessary (i.e. if information is required beyond that provided by the evaluation forms), the group will design an appropriate questionnaire to be circulated to present and former students, and former tutors, of the programme.
4. On the basis of the responses to their investigations the review group will compose a written report and submit it to the Quality Assurance Committee.
5. If it is deemed necessary by the Quality Assurance Committee, the review group, together with the programme Leader, will meet with the Committee to discuss the report.
6. Should the Quality Assurance Committee deem the report to be insufficient in any respect, they may make recommendation to the Academic Board to

- request the review group to reconvene and to gather additional information, or
 - appoint a fresh review group to review the programme.
7. Once the Quality Assurance Committee are satisfied with the report they will submit it, together with any recommendations they deem appropriate,
- to the Academic Board of the College
 - if necessary, to the Joint Board of Studies.
 - Programme leaders must respond to the review with recommendations and provide an action plan to the satisfaction of the Academic Board.

Document control box			
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Member of staff responsible	Director of Studies		