



UNIVERSITY OF
PORTSMOUTH

Periodic Review Student Panel Member Guidance

Purpose of Periodic Review

The purpose of Periodic Review is to consider the relevance of the degree programmes, the student experience, and that monitoring and review processes are effective. In order to determine this, a review panel will meet to consider a set of documentation and meet with both the Course Team and a representative section of students.

The role of panel members is three-fold:

- Initial review of documentation and submission of comments before the event
- Participation in discussion with the Course Team and students during the event
- Consideration of and comment on the review report after the event.

How to become a Student Panel Member

In order to be a Student Panel Member on a Periodic Review event you need to have undertaken the formal training offered by the University or the Students' Union. The training will inform you of the purpose and process of the review event, your role as a panel member, and it will guide you through the documentation you will receive in advance of the review event. As a student, your views are vital and will provide a unique insight to the review event.

When does a Periodic Review take place?

Every degree programme is reviewed on six-yearly cycle. There are normally 10 – 15 review events scheduled during November and May in each academic year, and you may only participate in a maximum of three in any one year.

After you have attended the formal training, you will be asked by a member of the Faculty staff if you would be available to be on a review panel and given the date and the programmes to be reviewed. You will not be expected to be on a panel reviewing programmes in your Department; although you may be asked to be on a panel to review programmes in other Departments within your Faculty, as well as the other Faculties.

If you are able to be on a review panel you receive the documentation about 3 weeks before the event.

Additional Training

If you feel it would be helpful to you, you can have a one-to-one session with the Student Voice Co-ordinator (Course Representatives and Quality) at the Student's Union before the review, who can guide you through the documentation and answer any general queries you may have about the process.

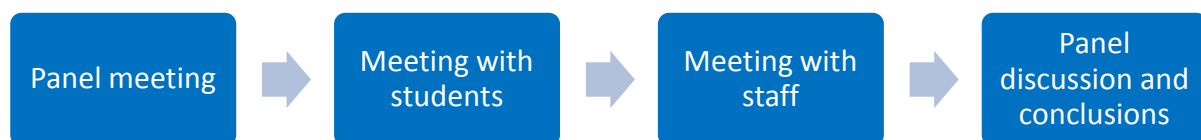
Before the event



Your role begins when you receive the documentation, which you will be required to scrutinise and provide a brief paper on your initial thoughts of the strengths and comments on areas for further investigation at the review.

Suggested areas for scrutiny can be found in the *Guidance for Panel Members* document which will be in your documentation pack. You are welcome to consider all the aspects of the programme, although it would be particularly useful to focus on student areas such as assessment, feedback and support. These comments should be sent to the person who sent you the documentation. All panel members' comments will be sent to the Chair in advance who will then summarise them to inform the discussion at the review.

During the event



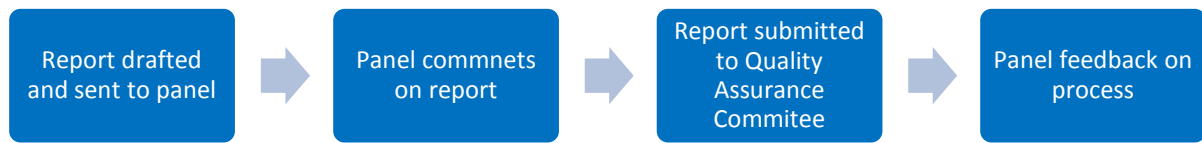
During the first panel meeting on the review day, the Chair will present the summarised comments for discussion and the panel will agree the direction for discussion with the Course Team, which all the panel will participate in.

As part of your documentation pack, you will receive a paper which provides suggested lines of enquiries to follow in the Student meeting – we hope you will find these a useful prompt. However, your Chair on the day may identify additional or different questions to raise in the Student meeting. All panel members will participate in asking students questions.

The Role of the Chair

It is the role of the Chair to manage the whole event and ensure each panel member has an opportunity to explore issues with the Course team and with the students. The Chair will also keep the day running on time and will summarise the outcomes at the end. If at any time during the event you are unsure of why something is happening, or you are not clear what you are doing, always ask the Chair for assistance. It is their job to make sure everyone is comfortable in their role and the day runs smoothly.

After the event



The panel's findings and outcomes will be presented in a draft report which the panel will have the opportunity to comment on. Once confirmed by the panel it will be submitted to the University Quality Assurance Committee. You will also have the opportunity to feedback after the review on how you felt the process went. We hope that you will enjoy being a student panel member. If you have any questions please contact Isabel Costello, Student Voice Co-ordinator (Course Representatives & Quality) at the Students' Union.