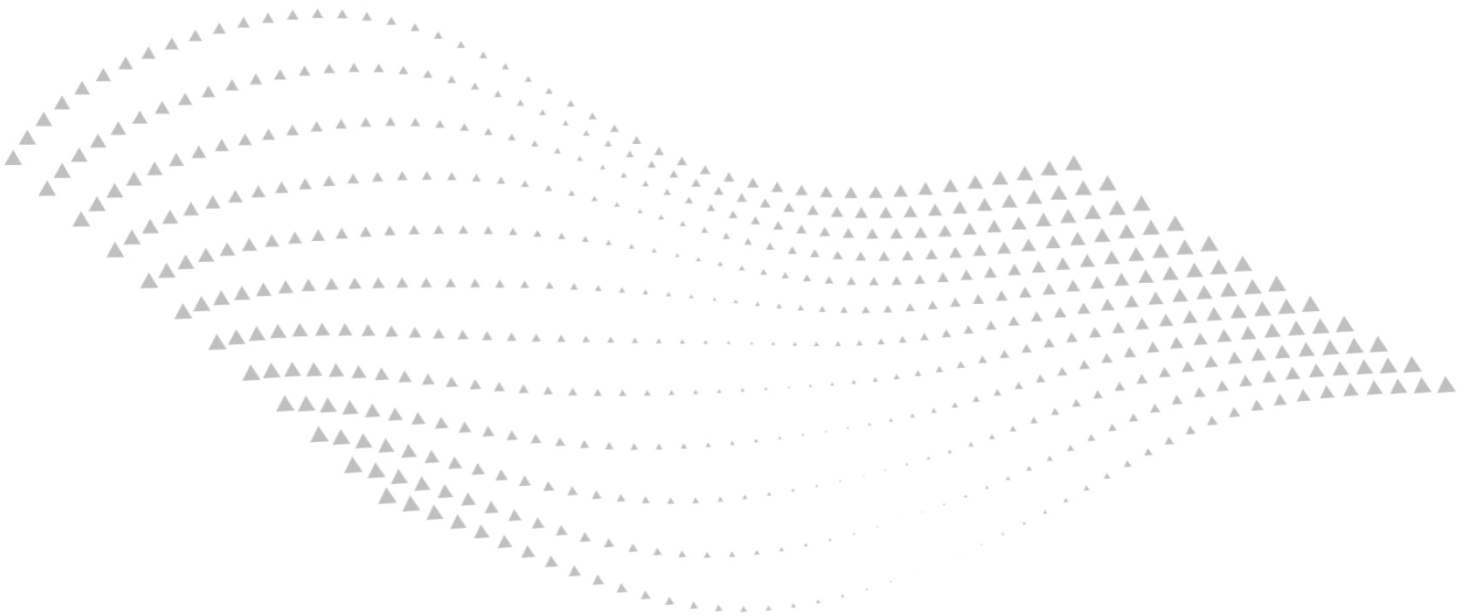


## **Periodic Review Policy**



Last approved: November 2023

Approved by: Learning, Teaching and Enhancement  
Committee

Next review due: November 2026

## Policy Overview

This policy is approved by and overseen by the Learning, Teaching & Enhancement Committee (LTEC) under delegated authority from the University's Academic Board. Periodic reviews operate on a recurrent cycle of between three and six academic years, with the schedule for reviews being set by LTEC.

The periodic review process is evaluated regularly, with revisions informed at a national level by sector developments and at a local level through evaluations undertaken by the Education Team in the Provost's Office to ensure it is fit for purpose. The University's periodic review process addresses both academic standards and quality and meets the expectations for standards and quality outlined in the Revised Quality Code for Higher Education (2018)<sup>1</sup> as follows:

- The academic standards of courses meet the requirements of the relevant national qualifications framework.
- The value of qualifications awarded to students at the point of qualification and over time is in line with sector-recognised standards.
- Courses are well-designed, provide a high-quality academic experience for all students and enable a student's achievement to be reliably assessed.
- From admission through to completion, all students are provided with the support that they need to succeed in and benefit from higher education.

In addition, this policy is aligned with the practices for quality within the code as follows:

- The provider's approach to managing quality takes account of external expertise.
- The provider engages students individually and collectively in the development, assurance and enhancement of the quality of their educational experience.

The University's Provost's Office, specifically the Education Team, is responsible for the organisation and conduct of periodic reviews, working closely with the Faculty under review, particularly the Faculty Dean. For scheduling purposes, reviews are initially grouped as follows, although larger Faculty's may also be subdivided into specific discipline areas:

1. Music
2. Performing Arts
3. Screen and Film
4. Postgraduate

It is envisaged that reviews will typically be based at a single BIMM University Campus where all or the majority of the courses in a Faculty or discipline cluster are delivered. However, the review team may also visit a second site if specialist provision is based only at that campus.

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<sup>1</sup> [https://ukscqa.org.uk/wp-content/uploads/2018/03/Revised-UK-Quality-Code-for-Higher-Education\\_English.pdf](https://ukscqa.org.uk/wp-content/uploads/2018/03/Revised-UK-Quality-Code-for-Higher-Education_English.pdf)

## **Aims & Principles:**

From a University perspective, the periodic review process provides a mechanism for re-approval of existing provision and an opportunity to review and consider incremental modifications made since the last periodic review or course approval. Moreover, periodic review is an opportunity for Deans of Faculty to set out their strategic plan for developing and enhancing the curriculum offer.

In summary, periodic review assures BIMM University of the following:

- The setting and maintenance of academic standards.
- The quality of learning opportunities for our students.
- Enhancement of the student experience.
- Currency and relevance in relation to the discipline, sector and profession.
- Alignment with national and international expectations for standards and quality.
- Coherence with BIMM University's strategic priorities.

## **Modifications to courses proposed through periodic review**

Periodic review provides course teams with an opportunity for reflection and, if desired, a platform to propose revisions to existing provision. Revisions may have been identified through feedback from a variety of stakeholders, for example, completion of module evaluations by students and through external examiners' reports, as well as developments in the relevant subject area and the creative industries sector. Modifications may also result from changes to staffing and expertise.

Faculty teams are encouraged to consult with the Learning and Teaching Team at an early stage for advice regarding the extent of any proposed modifications. Faculties may wish to include modifications as part of the documentation submitted for the review (in the form of amended course and module specifications marked up with tracked changes) and a rationale for the changes included in the Self Evaluation Document (SED). However, Faculty teams may also provide a timeline for incremental modification to existing courses through the annual course modification process, again with a rationale provided in the SED but without the need for revised specifications, in which case the Periodic Review Panel will approve the changes in principle with the Course Modification Committee empowered to grant final approval.

Faculty teams are also encouraged to consult relevant stakeholders (students, staff and the industry) through Industry Advisory Panels (IAPs), Course Team Meetings and Boards of Studies (BoS) at an early stage in their discussions concerning course revisions.