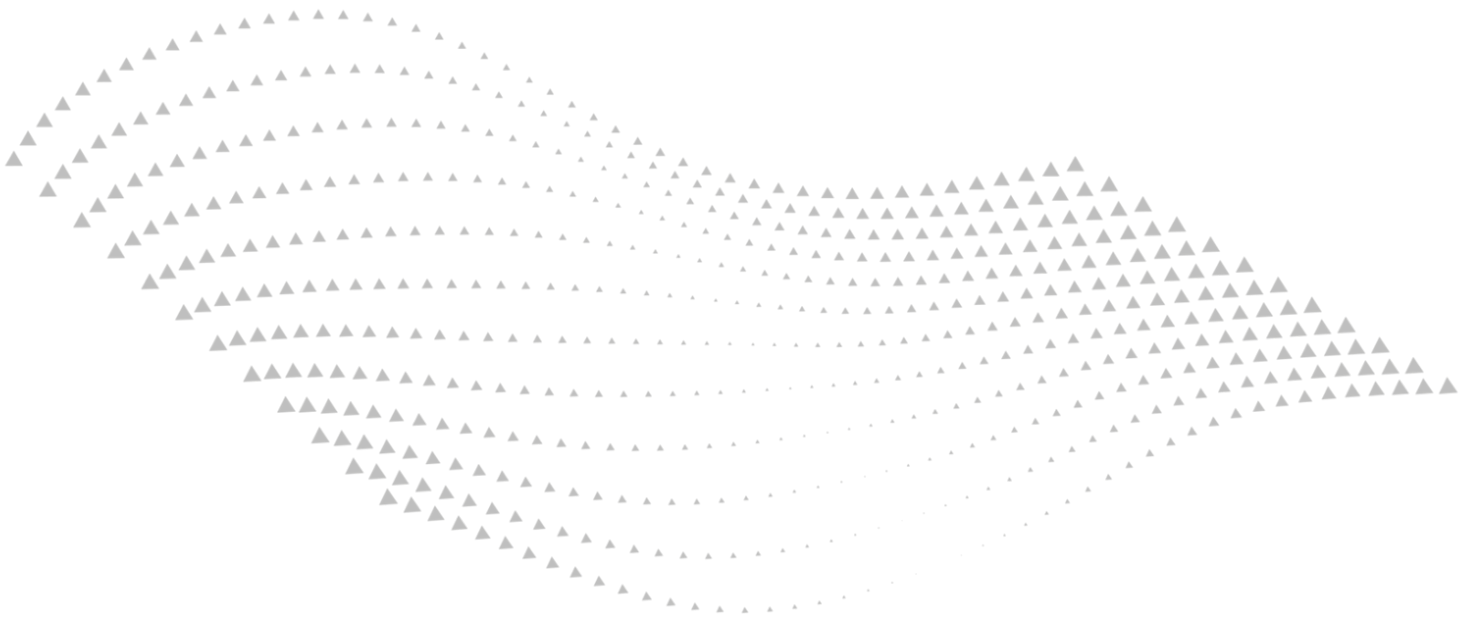


BIMM
UNIVERSITY

A university
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Periodic Review Policy



Last approved: December 2022

Approved by: Academic Board

Next review due: December 2026

Policy Overview:

The BIMM University policy for periodic review of Higher Education provision is approved by Academic Board and overseen by its sub-committee, the Higher Education Learning, Teaching & Enhancement Committee (HELTEC), which considers reports, action plans and themes resulting from periodic reviews. Periodic reviews operate on a risk-based review cycle, of between three and six academic years with a schedule of reviews approved periodically by HELTEC. Normally, newly approved provision in a subject area may be reviewed after three student intakes, whereas more established subjects where Key Performance Indicators, including annual monitoring data and external examiner reports are consistently positive may be reviewed on a four to six-year cycle.

The periodic review process itself is evaluated on a regular basis, with revisions informed at a national level by sector developments and at a local level through evaluations undertaken by the L&T team to ensure it is fit for purpose. Through a robust mapping exercise, BIMM University can be assured that the process meets the expectation for standards and quality of the [UK Quality Code for Higher Education](#) and, in particular, the guidance provided on course design and development as follows:

The provider reviews its core practices for quality regularly and uses the outcomes to drive improvement and enhancement. In practice, this means that regular monitoring and evaluation are used to drive improvement and enhancement of course design and development processes.

The L&T team is responsible for the organisation and management of periodic reviews, working closely with the subject teams under review. For scheduling purposes, reviews are initially grouped as follows:

1. Music courses: music, music performance, music technology and songwriting courses
2. Performing arts courses
3. Music business, event management and media courses
4. Film and screen production courses
5. Postgraduate courses

It is envisaged that reviews will normally be based at a single BIMM University college where all or the majority of the courses in a subject cluster are delivered although the review team may also visit a second site if specialist provision is based only at that site. Subjects may also be combined in order to ensure an efficient and logical approach to reviews. Representatives from all other colleges delivering courses in the subject cluster will also attend the review and be considered part of the course teams. Periodic reviews may also be conducted in-part, or wholly online where appropriate.

Aims & Principles:

From a BIMM University perspective, periodic review provides a mechanism for the continuing approval of existing provision, together with an opportunity to review and consider incremental modifications that have been made since the last periodic review or course approval and to reflect on the strengths and weaknesses of the courses as they stand within the university, and within the sector. It provides assurance to BIMM University of the following:

- Academic standards
- Quality of learning opportunities
- Student experience
- Currency and relevance in relation to the discipline, sector and profession
- Alignment with national and European expectations
- Coherence with BIMM University's strategic priorities
- That the process meets the expectation of the [UK Quality Code for Higher Education](#).

From a subject-based perspective, periodic review process provides an opportunity for course teams

to consider the provision against a number of factors:

- a) Coherence with external reference points such as:
 - [The UK Framework for Higher Education Qualifications \(FHEQ\)](#)
 - UK Quality Code: Guidance - [Course Design and Development](#)
 - UK Quality Code: Guidance - [Monitoring and Evaluation](#)
 - [QAA Subject Benchmark Statements](#)
 - Standards & Guidelines for Quality Assurance in the [European Higher Education Area](#) (ENQA)
 - Professional Statutory Regulatory Bodies (PSRB)

- b) Compatibility and alignment with internal reference points, for example:
 - BIMM University's [Academic Framework](#)
 - BIMM University's [Academic Regulations](#)
 - BIMM University's [Higher Education Strategy](#)
 - BIMM University's Hybrid Campus Framework

- c) Quality of student experience and parity across locations of delivery (where relevant), for example:
 - Learning and teaching methods
 - Diversity of assessment that encourages and enables achievement of learning outcomes
 - Learning resources
 - Equality of opportunity
 - Staff development and scholarly activity

- d) Effective use of information, for example:
 - External examiners' reports, annual monitoring reports, module and course evaluations
 - Student retention, progression and achievement data
 - Destination of Leavers surveys
 - National Student Survey (NSS) and Postgraduate Taught Experience Survey (PTES)
 - Student Representation Forums (SRF)

Modifications 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 their expertise.

Course teams are encouraged to consult at an early stage with the L&T team for advice regarding the extent of any modifications proposed to ensure that the correct process is followed, that rationales are provided using modification proposal documentation, with marked up course/module specifications and evidence of relevant stakeholder consultation on the proposed changes. Modification proposal templates are available from the [Course & Curriculum Development](#) webpage. Consultation should be undertaken well in advance of the review, allowing time for adjustment of documentation based on L&T team comments, and the production of a summary of feedback from stakeholders on the proposals with a response from the course team/s and an explanatory overview in the self-evaluation document (SED).

Course team/s are encouraged to consult the Chair of the Course Modification Working Group (CMWG) and relevant stakeholders through Industry Advisory Panels (IAPs), Course Team Meetings and Boards of Studies (BoS) at an early stage in the discussions concerning course revisions. Modifications proposed to courses and modules through periodic review will take effect from the academic year following the review, subject to approval by HELTEC.