

- a) Annual Review : conducted by the Joint Management Committee and overseen by the Graduate School's Postgraduate Research Quality Committee;
- b) Collaborative Precept Review (midway through the periodic review cycle): conducted by the Graduate School's Postgraduate Research Quality Committee;
- c) Periodic Review (every 5 years): conducted by the Graduate School's Postgraduate Research Quality Committee.

2.2. Annual Review

2.2.1. The Joint Management Committee, for each programme will meet at least annually to discuss student progress, welfare and the quality assurance of the programme, amongst other items. Members of the Joint Management Committee will include representatives from all partners involved in the programme. Minutes of these meetings will be submitted to the Graduate School's Postgraduate Research Quality Committee, and will help to inform precept and periodic review. In order to disseminate good practice more widely across the College, the Joint Degree Programme Committee will also receive minutes of Joint Management Committees and will also be provided with copies of the periodic review and precept review reports for information.

2.2.2. The items that the Joint Management Committee will consider, at least on an annual basis, will include the following items:

- Details of students registered on the programme and their progress;
- an updated list of academic staff at both institutions with responsibility for the supervision of research students on the programme;
- general issues relating to the management of the programme and the partnership;
- student welfare and overall experience. This would normally include consideration of the results of student surveys and other forms of student feedback; periodic and precept review reports and if applicable, follow-up actions to be taken as a result of either review
- items of good practice that should be highlighted to the participating institutions' quality assurance Committees;
- consideration of the reports of any site visits that have taken place since the last meeting⁴;
-

- Figures for the percentage of students who have transferred within the 15 month deadline during the previous two years [October 2009 – September 2011]
 - Details of any special cases made [for admissions or during registration] during the previous two years [October 2009 – September 2011].
- ii. Once the Graduate School has received the completed precept review form a

10.	A copy of the previous collaborative precept review form(s), response and any other follow-up action taken as a result of the review. This will include extracts from the minutes of the Graduate School's Postgraduate Research Quality Committee where the previous precept review(s) was discussed. The academic lead does not need to provide the supplementary documentation associated with this review.	Registry
11.	The Senate report and any follow-up action taken as a result of the previous periodic review. Any reports produced by the QAA on the programme(s).	Registry
12.	If applicable, a statement which provides details of how any e-Learning provision is monitored for each programme under review.	Academic Lead
13.	Details of any programme level skills training or other events provided to students for each programme under review.	Academic Lead
14.	Availability of resources at each partner institution (including space, equipment, the library and computing provision). The latest formal site visit report(s) should be included in this section.	Academic Lead
15.	The academic lead may wish to submit a statement about other items they wish to discuss with the review panel.	Academic Lead

3. Periodic Review Procedure

- 3.1. The material is sent to the internal Chairman and assessors appointed for the periodic review who are free to request additional information or clarification.
- 3.2. Arrangements are made for the assessors to visit the College, normally over one day, for discussions with staff and students of the programme(s).
- 3.3. A template agenda for the periodic review can be found at Appendix A of this document.

4. The Periodic Review Panel Reports

- 4.1. Each member of the periodic review panel will be asked to submit an individual report, based on their impressions gained from the documentation and discussions during the visit, with any recommendations thought appropriate, normally within one month of their visit to the College. Panel members will also be invited to comment on compliance with each of the precepts for each programme under review. Upon receipt of the panel members' reports, the internal Chairman will be asked to complete a reviewer's comment form and to make an overall assessment of the programme(s)' compliance with the precepts. In addition to this, the internal Chairman will provide a summary of all reports and provide any additional comments they wish to make in respect of those items listed in 4.2 below. Internal Chairmen are also requested to highlight good practice for dissemination across the College.
- 4.2. Assessors are invited to formulate their reports in light of the following questions and comments and if more than one programme is under review, to make it clear which comment applies to which programme:

Committee mid-cycle, normally every two-three years, unless the findings of the periodic review indicate that earlier follow-up is required.

- 5.5. The outcome of periodic review will inform the Strategic Education Committee's quinquennial strategic review of the partnership(s).

Approved by Senate
November 2011

Document title:	Procedure for review of collaborative research not owned by departments		
Version:	1	Date:	November 2011
Location and filename:	R:\7.Quality Assurance\3. Policy Framework\8. Collaborative Provision\Collaborative Provision\Procedure for Review of Collab Research Not Owned by Depts		
Approved:	Senate November 2011		
Effective from:	November 2011		
Originator:	Registry Quality Assurance & Enhancement Team		
Contact for queries:	Assistant Registrar (Senate and Review)		
Cross References:			
Notes and latest changes :	Terminology updated and formatting changes made on 14 March 2016		

Appendix A: Template Agenda

Review of Training of Research Students for the [x]
programme(s)

DATE

VENUE