

**Student Learning & Experience Committee**

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| **Chapter C:**  **Interim Review of Teesside University Taught Provision Including Collaborative Provision** |

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**GLOSSARY OF ABBREVIATIONS**

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| **AR** | Academic Registrar |
| **PA** | Professional Apprenticeships |
| **HEI** | Higher Education Institute |
| **OL** | Online Learning |
| **SLAR (QAV)** | Student Learning & Academic Registry (Quality Assurance and Validation) |

# 1. INTERIM REVIEW

## 1.1 Introduction

The requirement for an Interim Review would have been determined as part of the original discussion at a Course Approval, Periodic Review or Short Award event. The validation panel will have decided the course(s) in question required earlier monitoring to fully assure themselves of the student experience prior to the normal periodic review period.

There are a number of reasons validation panels would opt for a Course Team to undertake an Interim Review. Some examples are illustrated here:

* To consider the process for managing student experience and support of integration of top-up students into established 3-year cohort.
* Where the field of study and mode of delivery is new to the School and the Course Team. Therefore, following delivery of the Postgraduate Certificate element of the course the panel seeks assurance of the following:
  + The Course Team are delivering student support to meet the needs of distance learners.
  + The Course Team are gathering and responding to student feedback.
  + The Course Team are supporting clinical mentors in their role.
* Management of placements, Mentor availability, Mentorship support and training and Audit of placements.

Where an Interim Review has been recommended an Interim Review Event: Summary of Requirements form is completed by the Panel Chair. The form is available on the Quality Framework [templates](https://unity3.tees.ac.uk/departments/058/AR2017/Supporting%20Documents/Forms/AllItems.aspx) site.

The Event Report must clearly outline the requirements for an Interim Review and state when this should take place. The completed form must be submitted electronically to Student Learning & Academic Registry (Quality Assurance and Validation (SLAR (QAV)) for monitoring purposes.

The Interim Review Event will be included in the validation schedule maintained by SLAR (QAV), and a date agreed in line with the process outlined in the Quality Framework **Chapter C: Course Design, Development and Validation, Section 2**.

Teesside University has established flexible quality processes to manage the validation, review and modification of courses and modules. The approach within the Quality Framework can be delivered through an in-person or virtual meeting.

## 1.2 Constitution of Interim Review Panels

Wherever possible, the Interim Review Panel will normally be based on the members of the original Panel. If this is not possible, the requirements detailed in [Chapter C: Course Design, Development and](https://www.tees.ac.uk/docs/DocRepo/Quality%20framework/C-Course%20Design,%20Development%20and%20Approval.doc) Validation Section 5.2 should be followed.

## 1.3 Interim Review Event Documentation

The Chair and Panel of the original Approval Event will identify the supporting documentation and evidence requirements, and these will be detailed in the Interim Review Event: Summary of Requirements Form. The documentation/evidence must address the scope of the Interim Review.

## 1.4 Outcomes from the Interim Review Event

The Panel are asked to consider whether the Course Team has met the requirements of the Interim Review as detailed in the **Interim Review Event: Summary of Requirements Form**.

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| **The judgement will be either:**  No further action required to enhance the Interim Review process  **or**  Further action required to enhance the Interim Review process |

The latter judgement would be appropriate if, following an Interim Review with the Course Team, there was insufficient detail provided or insufficient evidence of rigour in the course Interim Review process. If further action is required following the Interim Review, then the course could still continue in approval but would require a further review in the short to medium term.

**Conclusion – Quality and Standards**

This relates to the Course Team’s approach to setting, maintaining and enhancing academic standards, and the likelihood that the students will be able to achieve those standards through the learning opportunities and support provided to them by the course.

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| **The judgement will be either:**  **The requirements of the Interim Review were met, and the course can continue in approval.** The normal approval period would be in line with the original approval period (indicating the mode of attendance and method of delivery).  **or**  **Not Approved to continue in Approval** – the course cannot be recommended for approval. |

**Conclusions – Commendation(s)**

The Panel may wish to make a commendation(s); this is considered formal praise and support for the Course Team for undertaking practice that is considered above the norm e.g., employer engagement, collegiate approach to design and or delivery. Commendations are not the same as Transferrable Good Practice.

**Conclusions – Transferable Good Practice**

The Panel will identify the aspects of the course which represent Transferable Good Practice. These aspects are noted by SLAR (QAV), who will share them with Schools, and the wider University as appropriate, to support enhancement.

**Conclusions – Conditions and Recommendations**

The Panel may set conditions (these **must** be addressed prior to the commencement of the course or, exceptionally, by a specified date after the commencement of the course), recommendations for further enhancement, issues for the School to consider/address, and issues for the University to consider/address.

## 1.5 Conclusion Interim Review Event Report

A report of the Interim Review Event will be completed by the Officer, in consultation with the Chair, according to the headings as outlined in the **Interim Review Event: Summary of Requirements Form.**

## 1.6 Conclusion and Sign-Off Process for Interim Review Events

Following the Interim Review Event, the Course Team will amend documentation for resubmission and complete responses within the event report template outlining where and how the conditions and recommendations have been addressed, quoting documentation titles and page numbers.

The documents and report will be forwarded for approval to:

* The Chair of the Interim Review Event who will approve the amended documentation by signing the Interim Review Event Report as 1st signatory confirming conditions have been met by the Course Team, and that the Course Specification is accurate, complete, and fit for publication.
* **For Partner Interim Review**, the Interim Review Event Report will be approved and signed-off by the Partner signatory simultaneously with the Chair, confirming the report has been checked for accuracy and confirming the conditions have been met to the satisfaction of the institution.

Schools will submit the original report electronically, with appropriate signatures, to SLAR (QAV). SLAR Officers will check the report for completeness and facilitate final sign-off by the University Academic Registrar (AR) or nominee.