

Al-Maktoum College of Higher Education

Periodic Programme Review

Department/Team	Procedure
Academic	Academic Procedure 002
Reference No.	Version No.
ALM/ACD/PRO/002/RV4	4

Approved by:

Board/Committee	Date
Academic Council	28.09.2023

Date of next review:
July 2024

Procedure Statement

Al-Maktoum College is committed to ensuring that the academic standards of all of our programmes are maintained and that the quality of learning opportunities provided for students on these programmes is enhanced through regular monitoring and periodic review.

Background

All Higher Education programmes are required to undergo a Periodic Review in line with the Quality Assurance Agency's UK Quality Code (Monitoring and Evaluation). For our MSc programmes, this is undertaken by the awarding University. For the Higher National Programmes, this is undertaken by the Scottish Qualifications Authority, though we as a college also conduct internal periodic reviews to ensure we are delivering the programmes based on student expectations. The college has established this procedure to review and assess the continuing validity of these programmes and considers the following points:

- The effects of changes, including those which are cumulative and those made over time, to the design and operation of the programme.
- The continuing availability of staff and physical resources
- Current research and practice in the application of knowledge in the relevant discipline, technological advances and developments in teaching and learning
- Changes to external points of reference, such as subject benchmark statements or professional body requirements
- Changes in student demand, employer expectations and employment opportunities
- Student progression and achievement data
- Student feedback, including results from Student Unit Evaluation Forms
- Qualification reviews conducted by the SQA

Aims

The Periodic Review process also has the following aims:

- Encourage staff to reflect on the academic integrity of the programme under review
- Assess the effectiveness of the programme in enabling students to achieve the intended learning outcomes and their overall potential
- Assess the effectiveness of the programme in delivering industry standard learning - To identify and disseminate examples of good practice and experience of new technologies
- Identify areas for enhancement of programme, teaching and assessments

Scope

This procedure covers all customised programmes delivered within Al-Maktoum College of Higher Education.

Timing and schedule of Periodic Reviews

A Periodic Review will normally be undertaken for each programme every five years. A schedule will be published which identifies when each programme is due to be reviewed. A date and timetable for the review will be negotiated with the relevant Programme Lead and SQA Coordinator at the start of the academic year within which the review is to take place.

A schedule for periodic reviews is set out in Appendix 2.

Periodic Review Panel

The Periodic Review panel should be constituted as follows:

- Chair – Independent of the subject area of the programme under review
- SQA Coordinator/Academic Registrar
- Chair of AQSC
- Programme Lead
- Unit coordinators
- Current/past students

Agenda for Periodic Review events

The Periodic Review panel will take input from a range of stakeholders and through a number of methods which may include but will not be restricted to formal meetings. The Periodic Review panel will provide a formal report and opportunity will be given for the relevant delivery team to meet with the Periodic Review Panel to receive feedback including details of commendations and any recommendations that have been identified.

Documentation

The key document providing the basis for the review is the Programme-Evaluation Document (PED – Appendix 3). This document should be focused, evidence-based and evaluative, enabling the review panel to develop a good understanding of the programme under review. Accountability for ensuring that the PED is completed rests with the Programme Lead who will be supported in that activity by the Academic Registrar and relevant Unit Coordinators.

The evidence underpinning the PED should also be provided and contain as a minimum, the following:

- Data on student enrolments, progression, achievements and destinations for the last three years
- Data on access and participation (class attendance)
- Programme Handbook
- Programme Specification
- Qualification Verification reports (SQA qualification review)

- Summary of student survey results (SUEFs) for the last three years
- Board of Study minutes (where appropriate)
- Annual Programme Review documentation

Reporting

The programme lead will prepare a report of the event (Periodic Programme Review Report). Once the review report has been approved by the review panel, then it should be circulated to the Board of Studies for discussion before progressing to the AQSC. This process should be completed within one month of the review panel meeting. Any conditions and/or recommendations should be addressed within the BoS and AQSC and included in the next annual monitoring review. This will require final approval from the Academic Council.

Appendix 2

Periodic Programme Review Schedule

Programme	Date of approval/last review	Year of review to begin	Lapse Date	End Date
Introductory Certificate in Arabic Language	A 31.08.17	2022	31.07.22	31.07.25
Certificate in Arabic Language	A 31.08.17	2022	31.07.22	31.07.25
Diploma in Arabic Language	A 31.08.17	2022	31.07.22	31.07.25
Advanced Diploma in Arabic Language	A 31.08.17	2022	31.07.22	31.07.25
Advanced Diploma in Islamic Studies	A 31.08.17	2022	31.07.22	31.07.25
Diploma n Moral Economy & Sustainable Development	A 08.07.20	2024	31.07.25	31.07.25
Executive Diploma in Islamic Finance and Entrepreneurship	A 08.07.20	2024	31.07.25	31.07.25
Professional Diploma in Islamic Banking and Finance	A 08.07.20	2024	31.07.25	31.07.25
Professional Diploma in Organisational Learning	A 11.08.21	2025	31.07.26	31.07.26

Appendix 3

Al-Maktoum College of Higher Education
Periodic Programme Review
Programme-Evaluation Document (PED)

Programme Code	
Unit codes:	
Programme Lead	
Unit coordinators	

Introduction: Provide an outline of the programme including units and student recruitment over the past three years.

Programme design: Provide a review of the programme content and how it meets the needs of prospective and current students. Any proposed changes to the programme content should be supported with a rationale for the changes.

Assessments: Provide a evaluation of the current assessments and marking criteria alongside any proposed changes and the rationale for the changes.

Provide details of the students results from the past 3 years.

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Teaching and Learning Strategy: Provide a review of the teaching and learning strategy including an overview of teaching delivery methods i.e Blended, Hybrid, Face-to-face

Student experience: Provide an evaluation of the student learning experience including feedback provided on the SUEFs).

Any additional information or comments which have not been included within the above.

Recommendations
1) Any areas for improvement/changes required?
2) Is the programme still relevant and meets the students' needs?
3) Any changes to units or introducing new units required?

