

Guidance for students involved in review processes

Thank you for agreeing to take part in the Institute's periodic review process. The review process is structured in such a way that you will be given an opportunity to talk to the reviewers and feedback on your learning experiences whilst enrolled and studying on a higher education programme at the Grimsby Institute. Your feedback is considered an essential source of information which can be used to improve the provision of the Institute's higher education experience for its students both now and in the future.

A key function of the review activity is to permit the Institute to better safeguard the quality of the student learning experience and the academic standards of the awards it delivers as part of its collaborative agreements with partner awarding bodies and/or Universities. One way in which this occurs is to encourage the school and its staff to engage in a process of critical evaluation. School staff do this initially by producing an annual self evaluation document which provides a critical overview of the strengths and areas for development within the school. The school is also expected to evaluate how effective its processes are for the monitoring and review of practices that influence the quality of the student experience and are intended to safeguard academic standards.

An important element of the process is to capture good practice which can subsequently be shared and disseminated across the Institute's other faculties. Your involvement in identifying good practice is very important and assists the Institute in making important enhancements in quality assurance throughout the Institute rather than merely within one school.

When you meet with the review panel you will not be expected to meet with them on your own. Panel-student meetings are normally conducted with a representative group of students from across several school programmes and will be conducted in a fairly informal manner. There is no need to be nervous or concerned. The review panel will try to engage you in discussion so that they gain a balanced viewpoint of what you feel has been good and what needs improving. The meeting will normally last approximately 30-40 minutes.

The types of questions the panel may ask could relate to a wide range of issues but may include a focus on such matters as:

- Where do you go for help if you have a problem?
- What is the best thing about being a student at the Grimsby Institute?
- How are your views collected? How are your views listened to and acted upon?
- How do you know what you have to achieve to pass a module or earn a particular classification of degree?
- How effective is the feedback you receive on your assessed work?
- How helpful, accurate and complete are student handbooks?
- Were you given clear advice on referencing – do you understand plagiarism, how to avoid it and why it matters?
- Are you made aware of learning outcomes and their relationship to assessment?

At the end of the review a report will be produced and sent to the school. The report will outline the panel's findings and will highlight strengths and recommendations for improvement. The draft report will be sent to the Head of the school no later than 3 weeks following the meeting with students.

The Head of School is responsible for developing an action plan setting out how, and by when, it will address the recommendations set out in review report.

Higher Education Quality and Standards

The Head of School must ensure that students who attended the review/ panel meeting receive at the very least a copy of recommendations and strengths arising from periodic review and be given an opportunity to input into subsequent school action planning within staff/ student committee meetings

The review report and school action plan are subsequently reported to the Institute's Quality and Standards Executive Committee where key staff from quality and standards, other members of the management team comprise the its membership.