

6. Outline of the Periodic Programme Review (PPR) Process

The key stages of the Periodic Programme Review (PPR) process are outlined below with indicative timeframes.

Timescale	Prior to the Quality Collaboration Visit
12 months prior to Quality Collaboration Visit	<p>The Pro-Rector for Quality Assurance informs FICS about the upcoming Periodic Programme Review (PPR).</p>
	<p>The Rector appoints two external Deans and/or Directors to contribute to the PPR process as members of the Internal Quality Review (IQR) panel (refer to Section 8 p. 7) and the Stakeholders' Committee (SC) (refer to Section 10 p. 9).</p>
	<p>The Pro-Rector for Quality Assurance appoints an IQR panel (refer to Section 8 p. 7) to oversee the PPR Process.</p>
	<p>The Dean/Director, in consultation with the FICS Board, sets up a PPR Committee (refer to Section 9 p. 8) and identifies a person who will drive the process for the compilation of the Self-Evaluation Document (SED) (refer to Section 12 p. 12) and act as Chair.</p>
	<p>The Pro-Rector for Quality Assurance and the IQR panel hold an initial meeting (refer to Section 13 p. 13) with the Dean/Director and the PPR Committee to discuss the PPR process and agree on a date for the Quality Collaboration Visit (refer to Section 14 p. 13).</p>
6 weeks prior to the Quality Collaboration Visit	<p>The PPR Committee Chair submits the SED to the IQR panel.</p>
3 weeks prior to the Quality Collaboration Visit	<p>The documentation is reviewed by the IQR panel. Feedback on the SED will be provided to the PPR Committee Chair and where necessary, additional information and/or clarification may be requested by the panel.</p>
7–15 days prior to the Quality Collaboration Visit	<p>The IQR panel informs the PPR Committee about the identified key themes and programmes to be discussed during the Quality Collaboration Visit.</p>
	The Quality Collaboration Visit
As agreed upon with FICS during initial meeting	<p>The IQR panel, in liaison with the Dean/Director, will schedule and organise meetings with:</p> <ol style="list-style-type: none"> 1. The Dean/Director and the PPR Committee; 2. Group/s of staff; 3. Group/s of student representatives on the FICS Board, Board of Studies, and Student Societies.

	After the Quality Collaboration Visit
2–3 weeks after the Quality Collaboration Visit	The IQR panel, in liaison with the Pro-Rector for Quality Assurance and FICS, schedules, organises and hosts the Stakeholders' Meeting (refer to Section 15 p. 14).
2–3 weeks after the Stakeholders' Meeting	The IQR panel drafts a final PPR report (refer to Section 16 p. 15) for each programme reviewed, to collate the commendations and recommendations for enhancement. This draft report is subsequently forwarded to the PPR Committee for feedback. The PPR Committee, in liaison with the FICS Board and/or the Board of Studies, draws up an action plan indicating how the recommendations may be addressed.
6–7 weeks after the Stakeholders' Meeting	The IQR panel reviews the action plan and finalises the PPR report, in liaison with the PPR Committee if necessary. The report is submitted to the Pro-Rector for Quality Assurance and the Pro-Rector for Academic Affairs for further discussion with FICS if required. The report is then presented to the Senate at its subsequent meeting.
8 weeks after the Stakeholders' Meeting	FICS shares the PPR report and outcomes with the FICS Board and/or Board of Studies.
One year after submission of action plan	FICS provides year-on updates to the action plan in its Annual Programme Review.