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| Periodic Review and Re-approval Handbook 2023/24 |
| Process Guide for the Periodic Review and Re-approval process for taught academic programmes leading to University and external qualificationsWithout Annexes |
| Standards and Enhancement Office, September 2023 |

### PREFACE

This handbook is intended to provide detailed information about the University's requirements for the Periodic Review and Re-approval (PRR) of all academic programmes which lead to qualifications of the University and external bodies including those delivered off-campus.

Usually, PRR activity involves consideration at a specially convened PRR panel who attend an event at which discussions with the programme team, and others, take place. Occasionally, programmes which have been re-approved for on campus delivery via the PRR process may be supported by a desk based Standing Approval Panel to enable the programmes to be delivered on a franchise basis by established partner organisations.

The PRR process involves reflection by the programme team of the performance of the programme and their students. Stakeholder input is a significant factor in the process of Review.

Appendices contain detailed information, protocols/ procedures, guidelines, templates. Mandatory Items are marked with an asterisk. For ease of use, the Annexes to this handbook are available as individual files on the Standards and Enhancement Office [webpages](file:///E%3A%5C00000000000%20Programme%20Approval%20Handbook%202022-23%5CApprenticeship%20Process%20docs%20080822%5CPlease%20refer%20to%20the%20Programme%20Approval%20web%20page%20for%20this%20information) located at: [Periodic Review and Re-approval (bolton.ac.uk)](https://hub.bolton.ac.uk/Quality/RM/InternalSubjectReview/Home.aspx)

Questions about the process can be addressed to members of the Standards and Enhancement Office (SEO), at seo@bolton.ac.uk

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# **Introduction**

Senate uses the formal periodic review and re-approval process to decide whether to grant permission for a programme that leads to a University or external qualification to continue in approval.

The purpose of periodic review and re-approval is to confirm whether a programme satisfies the University’s expectations of standards, quality and information.

The Standards and Enhancement Office (SEO) manages the periodic review and re-approval process and submits the outcomes of this quality assurance process as recommendation(s) to Senate for approval. Senate is responsible for the academic oversight, information about, and the academic standards and quality of, all programmes that lead to a University qualification.

The periodic review and re-approval process will consider the requirements of any relevant Professional Statutory and Regulatory Bodies and external awarding bodies/organisations. The periodic review and re-approval process is reliant on peer review by approved University staff and student reviewers as well as subject specialist External Advisor/Panel Members. Re-approved and, occasionally, new programmes approved via this process will normally operate in accordance with University regulations, unless otherwise stated.

All programmes of study that lead to a University qualification are required to undergo periodic review and re-approval which is normally based on a cycle that corresponds with their initial period of approval. The normal approval cycle is five years, although it may be less for reasons specified at the initial approval point or to fit in with programmes within the HECOS/CAH2 subject groupings that have been approved earlier. Alternatively, the approval cycle may be extended should internal or external drivers require such a change, which would normally be for strategic reasons. SEO maintains a record of the approval cycles for all programmes and generates a schedule that shows when the programmes will be due for review and re-approval. To align with the revised coding arrangements used by national data systems, the periodic review and re-approval schedule normally categorises programmes into HECOS subject groupings at the level of CAH2.

At the end of each academic year, SEO will notify Education Committee and Senate which on and off campus programmes require periodic review and re-approval during the subsequent academic year and schedule those reviews accordingly. Under exceptional circumstances, it is possible for SEO to bring forward or to defer the date of the periodic review and re-approval. This may be at the request of the School, the partner organisation, the University or due to Professional, Statutory and Regulatory Body requirements. Should it be necessary to modify an anticipated approval cycle, then SEO will normally notify Education Committee and Senate, accordingly.

The scope of periodic review and re-approval includes all versions of relevant on-campus programme(s) including those delivered off-campus by partner organisations under franchise agreements. This is to ensure that any changes occur simultaneously to all versions of a programme of study. Simultaneous re-approval ensures that on and off campus franchise versions of a programme remain identical to foster an equivalent student experience.

The scope of periodic review and re-approval also includes programmes that lead to a University qualification, approved under a validation arrangement with a partner organisation. Such programmes will undergo periodic review and re-approval under arrangements which are determined and agreed with the partner organisation, by SEO and the Off-Campus Division. When scope is agreed with the programme team the information will be presented for information to Programmes Committee by the SEO Officer.

The process includes a planning meeting which initiates the process and a PRR mid-point gateway meeting between the Programme/Subject Team and Standards and Enhancement Office (including other colleagues where necessary) to determine if proposed developments require SPRDC or Programmes Committee approval, or input from the Apprenticeship Team, in order that the process can advance.

Throughout the document reference is made to the Subject/Programme Team. The Subject/Programme Team will normally be represented by a named individual or individuals the details are to be notified to the SEO Officer prior to the Planning Meeting at Step 1.

## **Critical appraisal**

Subject/Programme teams undertake periodic review and re-approval by conducting a critical appraisal of the programme(s); generating a rationale for any changes to the programmes for the future; identifying new programmes (if appropriate); discussing the future programmes with stakeholders; and participating in peer-review with an informed Panel.

Subject/Programme teams evaluate the performance of the programmes over the preceding three years to inform the critical appraisal, which should be recorded in the template provided (Annex 5).

Subject/Programme teams are expected to do this work with members of the School management team and representatives from the Off Campus Division and all partner organisations that franchise the programmes. The evaluation should draw on three-year trend data provided by data reports in UNiPULSE at programme and subject levels which are present in the annual Programme Plans (PPs), Subject Quality Enhancement Plans (SQEPs), Self Assessment Reports (SARs) and Quality Improvement Plan(QIPs) and to which the Critical Appraisal will refer. The evaluation focuses on each programme’s performance against:

* benchmarks set for the University by the national Office for Students in the Core Metrics; and
* benchmarks set by the University for each of its Key Performance Indicators (KPIs); and
* reports of External Examiners for the preceding three years; and
* input from Student Staff Liaison Committees and other forms of student and, where applicable, Professional and Statutory Bodies fora.

The subject/programme team(s) should use the documents written for annual monitoring purposes to provide the evidence for the critical appraisal. These include Programme Plans and School/Subject Quality Enhancement Plans (SQEPs), SARs and QIPs and may include the Live Action Partnership Plans (LAPPs) and University Quality Enhancement Plans (UQEPs). Data captured for these purposes are to be used as evidence within the Critical Appraisal Document. The final version of the Critical Appraisal Document must be signed off by the Head of School before being uploaded onto the PRR-PDR Moodle site.

## **Reference points**

The Periodic Review and Re-approval process includes confirmation that the approved and/or re-approved programmes meet the University’s expectations of standards, quality and information. The University has specified criteria for the re-approval of programmes which are based on the UK Quality Code for Higher Education and meet the regulatory requirements of the Office for Students. Where relevant, the re-approval process will consider the requirements of any relevant *Professional Statutory and Regulatory Body* and *external awarding body/organisation*. The PRR process relies on peer reviewby approved University staff and student reviewers as well as External Advisor/Panel Members (subject specialists). Approved programmes normally operate in accordance with University regulations, unless otherwise stated.

# **Periodic review and re-approval procedure – Chart 1**

 **Step 1 – Scoping Meeting** - Scoping Meeting – prior to the planning meeting SEO Officer and Planning Meeting Chair (Senior SEO representative) determine level of support and composition of panel – Officer to recruit Panel Chair and Internal Panel Member. Officer organises planning meeting

**Step 2 - Programme Design Guidance**

**See Annex 4 for programme development guidance documents.**

The Programme/Subject Team and AC SELE contact the SEO Adviser (Head or Deputy Heads of Standards and Enhancement (Taught Provision)) to arrange a design meeting at which advice and guidance is given and key requirements are outlined. This will include KSB mapping and EPA arrangements for apprenticeship programmes.

The design meeting should involve all members of the Programme Development Team including any partner staff if the programme(s) are delivered off campus to secure their contribution to the review and agreement for proposed changes. This is an iterative process to ensure partners are on board with changes. The Partner Consultation Form (Annex 9a) will be required to confirm how partner organisations have been consulted and involved in the process.

**Step 3 - Planning Meeting –** SEO Officer invites Chair of Planning Meeting and Chair of PRR Panel/Head of School/Centre, AC (SELE), Programme Leaders, Off Campus Division representative and Director of Apprenticeships (or nominee) (when Apprenticeships are in scope). Programme/Subject Team submits External Advisor/Panel Member nomination form(s) (See Annex 8i – Criteria for Approval of External Advisor and Annex 8ii Nomination Form) and CV(s) to SEO Officer for approval by the Chair. Note: when Apprenticeship Route included external advisor with Apprenticeship experience should be sought. Meeting will agree initial scope (Annex 2), timeline and requirements. Call out for Student Representative is completed by the SEO Officer. In the event that investment is required or development of online programmes proposed, process is halted until approval from SPRDC obtained.

Annex 11 explains the additional process and documentation relating to the re-approval of Apprenticeships

**Step 4 - Production of Critical Appraisal -** Programme/Subject Team begin to produce the Draft Critical Appraisal Document (Annex 5) including Annexes 6 and 7 (which explain what the planned changes are with rationale). This is an iterative process and will be informed by Steps 6/7 below. Consideration must be given to co-owned modules that may be used by other areas of the University to ensure all module delivery teams are aware of changes.

**Step 5 - PRR-PDR set up -** PRR-PDR Moodle Site is set up following Annex 3b - External Advisor/Panel Member is provided with external account and all panel members are provided with access to the PRR-PDR. Programme/Subject Team are added to the PRR-PDR

**Step 6 - Stakeholder Consultation -** Programme/Subject Team consults employers (which may be via IAB), PSRB, Partners, students and the External Advisor/Panel Member with existing and new programme specifications, module specifications and Annexes 6 and 7 which provide the explanation of what has changed (Annex 9 and 10 stakeholder consultation to be uploaded to the PDR).

**Step 7** - **PRR Mid-point Gateway –** If there are proposals for **new** **programmes**, **new** **delivery** methods (such as online delivery) or **investment** is required,SEO Officer invites Chairs of Planning Meeting and PRR Panel/Dean of Faculty/Head of School/Centre, AC (SELE), Programme Leaders, Off Campus Division Representative, *Director of Apprenticeships (when Apprenticeships are in scope), relevant members of student recruitment and admission and the research and doctoral division as appropriate to a Mid-point Gateway meeting to discuss changes and potential new programmes*. Draft Critical Appraisal Document circulated with Annexes 6 and 7 to inform the discussion. In the event that investment is required or development of online programmes proposed, the PRR process will be halted until approval from SPRDC has been obtained (submission of SAF required) and/or approval from Programmes Committee (submission of PAF required).

Direction given to Programme/Subject Team by PRR Mid-point Gateway Meeting Participants. (See Annex 12 for Generic Agenda for the meeting).

Final Critical Appraisal (Annex 5 including Annexe 6 and 7) agreed and signed off by Head of School.

**Step 8 – Post Gateway Programme Review, Redesign and Development Activity -** if requiredProgramme/Subject Team with Academic Coordinator(s) (SELE) to consult SEO Advisor about the academic standards, programme aims, learning outcomes and assessment methods if required during production of the additional/revised documents.

**Step 9 – Documents uploaded -** Programme/Subject Team upload the finalised Critical Appraisal document (Annex 5, 6 and 7) with evidence, any relevant PSRB framework and correspondence plus reports of consultation with partner organisations, employers and students. Programme/Subject Team complete the draft programme documentation and upload to PRR-PDR. External Advisor/Panel Member is notified of readiness of documents via Moodle Forum and email.

**Step 10 - External Scrutiny** - Programme/Subject Team liaise with External Advisor/Panel Member for final confirmation regarding curriculum content.

**Step 11 -** **Programme/Subject Team sign off** -finalisation of documentation and AC SELE and/or appropriate Off Campus Representative (where relevant) confirms that the re-approval documents are ready for Step 12 by completing Annex 1a Checklist and Annex 1b School Sign Off Report. (Where the AC SELE is involved in the programme development the school sign off is referred to the Head of School/Division (or Dean of Faculty/OCD) for alternative sign off arrangements).

**Step 12 - PRR Completion Check** - SEO Officer undertakes completion check including sample audit of documents. and advises Programme/Subject Team whether proposal can progress to the Panel or returns the proposal to the AC (SELE) and Programme/Subject Team, if PDR found to be incomplete.

SEO Officer confirms the programmes that are to be included in the approval event.

Where PDR is complete, SEO Officer completes Annex 1c Sign Off Report and opens PRR-PDR to members of the Panel at least 3 weeks before it meets. MOODLE is locked down.

**Step 13 - Lines of Enquiry Generation -** Panel reviews PDR and completes and submits Lines of Enquiry form (Annex 15) to SEO Officer who collates Lines of Enquiry in consultation with Chair of Panel and sent to the Programme/Subject Team through the AC SELE(s)

**Step 14 - Periodic Review and Re-approval** **Meeting/event**– Programme/Subject Team(s) meet with the Panel and explore the Lines of Enquiry – the meeting follows the generic schedule for the meeting (Annex 14). The panel reports through the Chair on the outcome of the process providing commendations and, where appropriate, conditions and recommendations. The panel will confirm the duration of any approval period and the date when response to conditions/recommendations (if any) is be required.

**Step 15 - Response to Conditions and Recommendations** - Programme/Subject Team submits revised programme documents to PRR-PDR site and alerts Officer and Panel via the Moodle Forum.

**Step 16 - Approval Sign Off** - Programme Review and Re-approval Panel Chair considers response to any conditions and recommendations. For Off Campus programmes the relevant addendum to the contract must be available to enable sign-off. Approved programme signed-off and set-up on SITs ready for recruitment (Annex 16)

Full Report to Education Committee and Summary Report to Senate with recommendation to re-approve (Annex 17a and 17b)

# **3 Scoping**

# Prior to the Planning Meeting being organised, a Planning Meeting Chair and SEO Officer will be assigned. They will determine the level of support that the programme team will require and secure a Panel Chair and Internal Panel Member (the IPM may provide advice to the programme team if required). At this point the involvement of the Apprenticeship Team will be initially assessed.

# **4 Planning Meeting**

The SEO Officer will organise a Planning Meeting which will normally take place by Zoom. The SEO Officer will prepare a Periodic Review and Re-approval Proposal Development Record (PRR-PDR) on Moodle. Where Apprenticeships are involved, the PRR-PDR will include guidance documents for adherence to the IfATE requirements. Annex 3a contains the Generic Agenda for the Planning Meeting for Periodic Review and Re-approval. A Senior SEO Representative will chair the Planning Meeting and the Chair of the Panel will normally be present. The Director of Apprenticeships (or nominee) will also be invited in the Planning Meeting where appropriate, as will the Dean of Off Campus Division (or nominee). The SEO Officer will circulate a completed version of ‘Periodic Review and Re-approval Confirmation of Scope’ form (Annex 2 as completed by the Programme/Subject Team with assistance from the SEO Officer) to those invited to the Planning Meeting.

The completed form (Annex 2 as completed by the Programme/Subject Team with assistance from the SEO Officer) will include the following:

1. List of programme titles and qualifications with course numbers (existing and proposed if they are to change);
2. List of any partner organisations that franchise the programmes from the University;
3. List of Apprenticeship Programmes where applicable including the relevant Apprenticeship Standard(s), and End Point Assessment (EPA) arrangements;

Prior to the meeting the AC SELE should submit to the SEO Officer a completed nomination form (Annex 8ii) and CV for suitable External Advisor/Panel Member(s) or confirm with the SEO Officer the suitability of External Advisor/Panel Member(s) who are members of the EA pool. The EA(s) will be approved at the Planning Meeting by the Chair of the Planning Meeting.

A decision will be made at the planning meeting regarding the PRR meeting arrangements ie via remote facilities, face to face meeting, scrutiny of any resources in person or via video etc.

# **5 Contents of the Periodic Review and Re-approval-Proposal Development Record (PRR-PDR):**

Annex 3b details the contents of the PDR. The programme/ subject team should complete and upload the following documents to the PRR-PDR on Moodle

**Format of the PRR-PDR**

1. **Key Information** – to be completed by the SEO Officer

Title of programmes in scope

School/Division

Off Campus Partnership

Key development personnel within School/Division

AG SELE (or equivalent)

External Advisor

SEO Officer

1. **Critical Appraisal** – to be completed by Programme Team

2.1 Citical Appraisal Document

2.2 Rationale for changes

2.3 Detail of changes

2.4 Evidence that has been used by the Programme Team to inform the Critical Review is to be uploaded to the PRR-PDR and will include the following non exhaustive list:

* + Annual monitoring reports such as the Programme Plans for the preceding three years;
	+ External Examiners’ Reports for the preceding three years and the formal written responses to the external examiners from the programme(s)/ subject team(s);
	+ Professional Statutory and Regulatory Body (PSRB) reports, frameworks and/ or criteria (where relevant);
	+ Student-Staff Liaison Committee/School Board Minutes
1. **Guidance and Templates**

3.1 Critical Appraisal of performance of the programme(s)

3.2 A rationale for any proposed changes to programmes

3.3 Matrix of any proposed changes – what is to be changed (identified by programme(s) and modules);

1. **Approval Documents (where necessary) and Planning Documents** – to be completed by the SEO Officer

4.1 Notes from the Planning Meeting

4.2 Evidence of Strategic and/or Academic Approval (where relevant);

4.3 Apprenticeship Scoping Form (SEO to delete section if not applicable)

1. **Stakeholder Feedback and Responses and Student/Applicant Communication** – to be completed by Programme Team

5.1 Employer and PSRB Feedback and Consultation Report

5.2 Student Feedback and Consultation Report

5.3 Partner Feedback and Responses (SEO to delete section if not applicable)

1. **Programme Documentation** – to be uploaded by Programme Team

6.1 PDFs of updated (and were approved by SPRDC and/or Programmes Committee new) Programme Specifications from the Database – version controlled to show development

6.2 PDFs of updated Module Specification(s) from the Database – version controlled to show development

6.3 Teaching Intensive, Research Informed (TIRI) Statement and research strategy

6.4 Programme Guides

6.5 Programme Learning Outcomes Map(s)

6.6 Coherence Map(s)

6.7 Assessment Table(s)

6.8 Assessment Journey Map(s)

6.9 GAME or GAME+ Map

6.10 Mapping to show how the programmes meet PSRB Standards (where relevant) and any further PSRB accreditation requirements

6.11 Placement and Project Handbooks, as relevant

**6.12 Apprentice Programmes** – to be uploaded by Programme Team (SEO to delete sub-section if no apprenticeships included in PRR process)

6.12a A list of all higher and degree apprenticeships, using exact title(s) together with the target qualifications

6.12.b Relevant IfATE Apprenticeship Standards

6.12.c Gateway Requirements;

6.12.d End Point Assessment Information and Plan

6.12.e Curriculum Mapping to IfATE Apprenticeship Standard

6.12.f End Point Assessment Plan

6.12.g Apprenticeship Employer Handbook

6.12.h Apprenticeship Programme Handbook/Guide

Note – the IfATE Apprenticeship Standard will determine the EPA and are categorised as follow:

Fully integrated – EPA is included within the total number of credits for the award (eg BSc (Hons) Digital Technology)

Partially integrated – independent assessor the EPA and credits count to the award (eg MSc Advanced Clinical Practitioner)

Non-integrated – EPA is conducted by a third party organisation (eg BEng (Hons) Civil Engineering)

**6.13 Online Programmes** – to be uploaded by Programme Team (SEO to delete sub-section if no online programmes included in PRR process)

6.13a Link to Programme landing page

6.13b Link to fully populated Module Moodle Classes and Module Guides

**6.14 Off Campus Programmes** – to be uploaded by Programme Team (SEO to delete sub-section if no Off Campus programmes included in PRR process)

6.14a Partnership Initial Assessment of Operations (for new partners)

6.14b Partner Student Handbook

6.14c Partner Operations Manual

6.14d Equivalency check List

6.14e Responsibilities Check List

1. **Resources and Marketing Information** – to be uploaded by Programme Team

7.1 Programme Management Responsibilities Listing (eg Programme Leader, Module Tutors, Link Tutor, Enhanced Personal Tutors, etc);

7.2 List showing the staff who lead and teach all modules ;

7.3 Staff CVs;

7.4 Staff Development Plan

7.5 Draft entry for the Course Marketing Database

7.6 Learning Resources Information and Strategy - to include human and physical resources;

7.7 **For Off Campus Programmes**

7.7a Link Tutor Name(s) and CV(s)

7.7b Link to partner website and CMA tracker

1. **Sign Off Pre Panel –** to be uploaded by the document completers

8.1 AC SELE Approval Check List

8.2 SEO PRR PRR Completion Check

1. **Approval Panel Documentation – to be uploaded by SEO Officer**

9.1 PRR Event Schedule

9.2 PRR Lines of Enquiry

9.3 PRR Panel Chair Sign Off Form

9.4 PRR Summary Report

9.5 PRR Full Report

Note + Draft Contract – for Off Campus Programmes to be submitted to SEO Officer but NOT to be included on the PRR-PDR.

# **6 Periodic Review and Re-approval PRR Mid-point Gateway**

At Step 7 when the Draft Critical Appraisal document with annex 6 and 7 have been produced, if new programmes, changes in delivery and/or investment is required a PRR Mid-point Gateway Meeting will be arranged by the SEO Officer to determine the requirement for SPRDC and/or Programmes Committee approval to be obtained prior to the project progressing. (Annex 12 for Agenda Template)

The PRR Mid-point Gateway Meeting will be chaired by the Chair of the original Planning Meeting and the SEO Officer will invite the Chair of the PRR Panel/ Head of School/Centre, AC (SELE), Programme Leaders, Off Campus Division Representative, Director of Apprenticeships (or nominee) (when Apprenticeships are in scope), relevant members of the Student Recruitment and Admissions Team and the Research and Doctoral Division and if necessary the Dean of Faculty as appropriate to discuss changes and potential new programmes. The Draft Critical Appraisal Document (Annex 5) will be circulated with Annexes 6 and 7 prior to the meeting.

In the event that new programmes are planned, investment is required or development of online programmes is proposed, the PRR process may be halted until approval from SPRDC and/or Programmes Committee has been obtained.

Direction will be given to Programme/Subject Team by PRR Mid-point Gateway Meeting Chair and Participants, and if necessary Strategic Approval Forms and/or Programme Approval Forms/Apprenticeship Approval Forms will be produced by the relevant AC SELE for submission to SPRDC and/or Programmes Committee.

# **7 Apprenticeships.**

Apprenticeships require additional document (see Annex 11) and regulatory compliance and as such the Apprenticeship Unit should be involved in developments which include Apprenticeships in order to ensure compliance with the IfATE and DQB requirements. Assistance from the Apprenticeship Team should be sought to ensure the necessary external approval is in place.

In the event that the documentation and external approval for Apprenticeships is delayed for any reason, the PRR will continue for the programmes and re-approval for the Apprenticeship will take place at a later date. It should be noted however that in such cases recruitment to the Apprenticeship may need to be halted and advise from the Apprenticeship Unit must be sought by the School to manage this situation.

# **8 Periodic Review and Re-approval Meeting and Lines of Enquiry.**

When all documentation is completed and the SEO Officer has completed Annex 1c, the Panel will be notified that the PDR is available for them to review the documentation and determine lines of enquiry (Annex 15). The SEO Officer will collate the lines of enquiry, secure confirmation of suitability from the Panel Chair and submit them to the AC SELE and Panel normally two weeks prior to the Periodic Review and Re-approval Meeting.

The Periodic Review and Re-approval Meeting can take place remotely via such platforms as Zoom, or by face to face in person meetings as appropriate. Scrutiny of physical resources may be virtual for example via video recording or via live remote tour of facilities or by the panel or representative of the panel visiting the delivery site.

The purpose of the Periodic Review and Re-approval Meeting is for the Panel to meet with the School/Centre and Programme/Subject Team to discuss the critical appraisal, any proposed changes and to follow up on the lines of enquiry. The Terms of Reference for the PRR Panel is available at Annex 13 and the generic agenda and schedule for the PRR meeting is available at Annex 14.

The Periodic Review and Re-approval Panel will recommend one of the following outcomes to Senate:

* Approval for a specified period of up to five years (The normal approval period is five years);
* Approval for a specified period of up to five years with conditions and/or recommendations;
* Non-approval with detailed reasons.

Conditions are mandatory actions and must be resolved in full, prior to approval. Recommendations are advisory actions and the programme/ subject team should indicate how they will use the recommendations to inform the operation of the programme(s).

Where the outcome includes conditions and/or recommendations, the Panel will specify a date by which the programme team should provide a response to show how they have met the conditions and/or plan to respond to any recommendations. The Chair of the Panel will then consider (referring to other Panel members if necessary) and sign-off the reapproval form, when appropriate.

# **9 Authorisation of programmes on behalf of Senate**

When the programme team has responded satisfactorily to any conditions and confirmed action with respect to any recommendations, the Chair of the Panel can sign-off the Periodic and Re-Approval Form. On behalf of Senate, the Chair of the Panel will sign the Programme Re-Approval Form(s) (Annex 16) for a further period, normally five years, or if necessary a shorter duration. This authorises the continued delivery of the programmes on behalf of Senate. Education Committee considers and endorses the Full Reports of the outcomes of Periodic Review and Re-approval (Annex 17b) and Senate considers and approves the Summary Reports (Annex 17a).