



***Version Control***

Updated document to be sent to: Students, Lecturers, Programme Managers and internal staff including Director of Studies (DoS) and Internal Quality Assurance Board (IQAB).

Type of Document	Code	Change Originator / Owner	Date	Changes Done	Approver
Policy	Doc_002_v1	Kasia Lyczkowska	01/10/19	N/A	Director of Studies

### **Instructions for Document Users**

All ILMI students, lecturers and other internal staff can access revised and approved documents related to the ILMI Policies and Procedures from Canvas LMS link:

<https://ideaed.instructure.com/courses/55>

### **Continuous Improvement**

Procedures are meant to be 'living' documents that need to be applied, executed and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated. Please contact us on: +356 2145 6310

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## **Aim and Scope of Document**

The purpose of this document is to provide detailed description on IDEA Leadership and Management Institute (ILMI) policy concerning the academic programme reviews.

## Periodic Programme Review

The Periodic Programme Review is central to ILMI's quality policy and is an ongoing process as part of its quality assurance mechanism. Thus, it is the policy of ILMI that programmes are to be reviewed regularly and systematically to ensure that the objectives and learning outcomes of the programme are relevant and responsive to the needs of the diverse stakeholders. Periodical monitoring and review of ILMI's programmes gives significant value of the feedback from internal and external stakeholders ensuring that the level, content, delivery and assessment remains relevant and appropriate.

ILMI aims to conduct its programme reviews:

- At the end of the first programme cycle; and
- When the need arises to address a special concern.

Where the length of time between reviews is no more than five years.

The purpose of undertaking a programme review is:

- To ensure that the programmes remain relevant and valid in the light of:
  - a. Changes in the national standards and legislations;
  - b. Developments in the academic disciplinary fields;
  - c. Developments in the application of technical aspects;
  - d. Results obtained from monitoring the progress of the student learning experience;
  - e. Results obtained from monitoring trends in student demands; and
  - f. Feedback from internal and external stakeholders.
- To develop a process of collecting data and analysing conclusions as a mechanism aimed towards the continuous enhancement of ILMI's quality curriculum.
- To consider currency and coherency in ILMI's teaching and learning strategy.
- To recognise and disseminate areas of good practice.

The responsibility of a Periodic Programme Review lies within the Board of Studies.

## Supporting Documents

- Internal Quality Assurance Policy
- Institute Boards Document. 038\_v1
- Programme Regulations Document. 037\_v1

IDEA Group was founded in 2005 as IDEA Management Consulting Services offering advisory services in the field of business development, change management and human resources as well as corporate training.

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