



Institutional Cyclical Review Policy & Procedures

Revision: 1.0
Issued: 27th July 2021

TABLE OF CONTENTS

1.	REVISION HISTORY AND APPROVAL	3
2.	POLICY OVERVIEW	4
3.	SCOPE	4
4.	INSTITUTIONAL REVIEW CRITERIA	4
5.	INSTITUTIONAL REVIEW PURPOSE	4
6.	INSTITUTIONAL REVIEWS: MIDDLESEX UNIVERSITY/QAA	4
7.	INSTITUTIONAL REVIEWS: QQI	5
8.	LINKED POLICIES AND PROCEDURES	6

1. REVISION HISTORY AND APPROVAL

Revision	Nature of change	Approval	Date
1.0	First Issue	JL	27/07/21

2. POLICY OVERVIEW

- 2.1. PCI College is committed to following the relevant validating body policy and standards for the process of Institutional Cyclical Reviews.
- 2.2. This includes any institutional auditing functions that are initiated (Transnational Education (TNE) Review, QAA), institutional reviews as per any Partnership Agreements (Middlesex University) and/or statutory reviews (QQI).

3. SCOPE

- 3.1. Institutional reviews conduct independent external review of all PCI College's internal quality assurance procedures.
- 3.2. As distinct from a Programmatic Review, the emphasis of the Institutional Review is towards the institutional context in which validated programmes are delivered

4. INSTITUTIONAL REVIEW CRITERIA

- 4.1. The purpose of an institutional review is to "demonstrate a robust, independent approach to quality assurance" (QAA, 2017).
- 4.2. QQI (2016) has five specific measurable purposes for its cyclical reviews which are:
 - 4.2.1. To encourage a QA culture and the enhancement of the student learning environment and experience within institutions;
 - 4.2.2. To provide feedback to institutions about institution-wide quality and the impact of mission, strategy, governance and management on quality and the overall effectiveness of their quality assurance;
 - 4.2.3. To improve public confidence in the quality of institutions by promoting transparency and public awareness;
 - 4.2.4. To support systems-level improvement of the quality of higher education; and
 - 4.2.5. To facilitate quality enhancement by using evidence-based, objective methods and advice.

5. INSTITUTIONAL REVIEW PURPOSE

- 5.1. The institutional review will normally examine the following areas:
 - 5.1.1. The methods by which the College secures the quality of its programmes and the academic standards of its awards and, as a consequence, the effectiveness of internal Quality Assurance and Enhancement structures and mechanisms
 - 5.1.2. The level of appropriate resourcing of validated programmes
 - 5.1.3. The College strategic development plans
 - 5.1.4. The outcome of an institutional review may be published on an external web site e.g. the QAA or QQI website
 - 5.1.5. The validating body will normally agree an appropriate date for an institutional review with the PCI College Link Tutor who will in turn liaise with the relevant College staff.

6. INSTITUTIONAL REVIEWS: MIDDLESEX UNIVERSITY/QAA

- 6.1. The Partnership Agreement and Memorandum of Co-operation outlines PCI College's obligation for institutional reviews.
- 6.2. This includes an agreement to co-operate fully with any inspection visits that may be undertaken by QAA and to conform to the requirements of the UK Quality Assurance Agency for Higher Education which, in turn, shall conform to the Framework for Qualifications of the European Higher Education Area (FQ-EHEA).
- 6.3. During the final year of the Institutional Approval period (i.e. year of termination as stated within the Partnership Agreement), an Institutional re-approval process will be conducted in accordance with the University's Institutional Approval Procedures in the LQEH.

- 6.4. To facilitate Institutional Re-approval, partners are required to complete the Institutional Review Commentary Form and submit supporting documentation.
- 6.5. A visit may take place to ensure that processes, procedures, facilities and resources remain suitable for teaching and learning.
- 6.6. Following successful Institutional Re-Approval a new Partnership Agreement will commence subject to both parties agreeing the terms of and executing the Agreement.
- 6.7. The Institutional Approval is subject to an interim review during the period of the Partnership Agreement if in accordance with the University's Institutional Approval Procedures in the LQEH circumstances require such a review.
- 6.8. The Partner Institution shall be expected to participate in and co-operate with the requirements of any review undertaken by the Quality Assurance Agency for Higher Education (QAA) (or other such body) as appropriate.
- 6.9. The Partner Institution shall be notified well in advance of any review by the QAA. The QAA conducts reviews of individual partner institutions which deliver higher education such as the Review of Overseas Provision and Higher Education Review.
- 6.10. When these reviews (and any future versions of these reviews) are scheduled, the Partner is required to inform the University and send a draft Self Evaluation Document (or equivalent) as notified by the University, prior to QAA submission.

7. INSTITUTIONAL REVIEWS: QQI

- 7.1. QQI adopts a single flexible model for institutional reviews as outlined in the Policy for Cyclical Review of Higher Education Institutions (2016).
- 7.2. The procedure for a QQI institutional review is outlined within the the above named document and re-produced in Table 1 below.
- 7.3. The PCI College Link Tutor is responsible for all correspondence and communication between PCI College and QQI.
- 7.4. The College Board will delegate the authoring of any required reports, e.g. self-evaluation report, to the relevant personnel.
- 7.5. All reports must be approved through the Board and the Academic Council prior to submitting same to QQI for review.
- 7.6. PCI College will facilitate all site visits, including convening required review panels, as directed by QQI.
- 7.7. Any recommendations made during the Institutional Review meeting, recorded in the Institutional Review Report and agreed by the College shall be actioned within any agreed timeframe.
- 7.8. PCI College will adhere to the decision made by the validating body in respect of institutional validation and the publication of the outcome reports.

Table 1: QQI Step by Step Procedure for Institutional Reviews

STEP	ACTION	OUTCOME
Terms of Reference	Completion of an institutional information profile by QQI Confirmation of Terms of Reference with institution and HEA	Published Terms of Reference
Preparation	Consultation with the institution on conflict of interest Appointment of an expert Review Team	Review Team appointed
Self-evaluation	Preparation of an institutional self-evaluation report	Published self-evaluation report
Visits	A 2-part visit of the Team to the institution consisting of a planning visit and a main review visit. The purpose of the planning visit is to review the self-evaluation report and additional evidence, plan for the main review visit and, if possible, establish findings with respect to compliance at this stage in the process. The purpose of the main review visit, unless otherwise determined, is to focus on exploring quality enhancement through questioning and dialogue with the institution.	
Reports	Preparation of a draft report by the Team Factual accuracy checking of the draft report by the institution Preparation of a final report by the Team Editing of the final report by QQI Preparation of an institutional response	Published: QQI review report Institutional response
Outcomes	Consideration of the review report and findings by QQI together with the institutional response and the plan for implementation	Formal decision about the effectiveness of QA procedures QQI quality profile <i>In some cases, directions to the institution and a schedule for their implementation.</i>
Follow-up	Preparation of an institutional implementation plan One-year follow-up report to QQI for noting. This and subsequent follow-up may be integrated into annual reports to QQI. Continuous reporting and dialogue on follow-up through the annual institutional reporting and dialogue process	Publication of the institutional implementation plan by the institution Publication of the follow-up report by QQI and the institution Annual Institutional Report Annual Dialogue Meeting notes

8. LINKED POLICIES AND PROCEDURES

Linked Policies	Institutional Governance and Board of Directors Overview QA Management Policy Teaching and Learning Strategy Institutional Link Tutor Specification
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