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GENERAL INFORMATION			
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		<b>Change history (Section/change details)</b>	
		Major review of the cyclical review process: <ul style="list-style-type: none"> <li>a) Removed 'Programme Approval Board' (PAB) and replaced with in-process quality checks and delegation of interim approvals to DP VPET / Masters Degree Committee / Curriculum Director for minor, major and re-write of units and to EMT for structural changes to programmes.</li> <li>b) Introduction of a cyclical review calendar with a deadline for submission of proposals for cyclical review by Institutes.</li> <li>c) Established minimum contents of 'Cyclical Review Proposal Report'.</li> <li>d) Introduction of responsibility for the Curriculum Department for the regular monitoring, measurement and reporting of curriculum development progress to EMT and Institute Directors via (a) Monthly Progress Reports (programme level) and (b) 'Curriculum Progress Status Report' for each programme development at individual unit level via colour code tracking.</li> </ul>	

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## 1. POLICY

It is the College policy that:

- Accredited programmes are to be reviewed regularly to ensure that the programme objectives are relevant and responsive to the needs of the various internal and external stakeholders;
- Review of programmes takes cognisance of the feedback from internal and external stakeholders;
- The calendar for cyclical programme reviews is followed;
- The cyclical reviews are conducted in compliance with the requirements of the NCFHE QA Framework and Internal Quality Assurance Standards.

## 2. PURPOSE AND SCOPE OF DOCUMENT

2.1 This procedure applies to the cyclical review of all MCAST accredited programmes.

## 3. CYCLICAL REVIEW PROCESS

3.1 Cyclical review of the programme is to be conducted:

- a) at the end of the first programme cycle,
- b) at a frequency of at least once every three years, or
- c) as the need arises (unscheduled).

3.2 Institute Directors are responsible for the cyclical review of programmes hosted by their respective Institutes and Centres.

3.4 The cyclical review process needs to take cognisance of feedback from internal and external stakeholders that is received during the previous three years of programme delivery. The stakeholders include:

- a) Individual students and student bodies;
- b) Industry / Business / NGO stakeholders (when major changes are proposed);
- c) College staff, Institute Directors, Coordinators and Lecturers, QA,
- d) Internal and external academic reports/reviews, student results, drop-outs, complaints, appeals etc.

3.5 At the end of each calendar year (November), the Curriculum Office shall forward to the Institute Directors the list of programmes that are due for the 3-year cyclical review.

3.6 Based on the feedback from internal and external stakeholders (refer to paragraph 3.4), the Institute (Programme) Management shall determine which programmes are eligible for (refer to Table 1):

- a. cyclical review (structural, minor, major, re-write),
- b. withdrawal, or
- c. no changes

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3.7 The Institute Management shall compile a 'Cyclical Review Proposal Report' (refer to Table 1 and Appendix 1) for each of the programme (due for cyclical review).

The report shall typically cover the following areas;

- a) Summary of feedback from internal and external stakeholders (could include emails, reports etc.);
- b) Rational of changes being proposed;
- c) List of units that require cyclical review;
- d) The extent of review required (minor, major, re-write, withdrawal, no changes) – Refer to Table 1 below.

The report is to be approved by the respective DP VPET or the Masters Degree Committee (in the case of Masters programme hosted by the R&I Department).

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3.8 The Table below provides the four possible scenarios that describe the extent and nature of cyclical review options.

Scenario	Type of change (Refer also to Appendix 1)	Nature of change	Procedure to be followed
1	Structural changes	Changes to the overall structure, level of qualification, workload, change in list of units, changes in mode of delivery	Procedure described in Doc 013 'Design, Development and Approval of programme Qualifications. Proposed changes to be submitted to EMT for approval via Doc 341.
2	Minor changes	Changes that are related to the content, (updates to keep the relevance in view of new developments in the area of study) or some assessment criteria. Minor changes exclude (changes) to the overall title, course rationale, learning outcomes, level of study or workload (ECTS/ECVETs).	<p>A 'Cyclical Review Proposal Report' is compiled and submitted for approval to the DP VPET / Masters Degree Committee.</p> <p>Refer to paragraph 3.7 for typical content of the report.</p> <p>Once the report is approved, a copy is forwarded to the Curriculum Office.</p> <p>Note: The Curriculum Office is to issue and circulate the 'Curriculum Progress Status Report' to monitor and report the progress of the cyclical review process.</p>
	Major changes	Substantial changes to the extent that it would not be possible to ensure parity for any student retaking the programme in a subsequent year. This includes changes to LO's hence also requiring changes to KSC's, content, and a major change to assessment criteria to accommodate the changes to the Los.	
	Re-write of unit	Major changes to LO's, title and assessment criteria, assessment strategy.	
3	No changes recommended		A 'Cyclical Review Proposal Report' is compiled and submitted for approval to the DP VPET / Masters Degree Committee.
4	Programme recommended for withdrawal		<p>Refer to paragraph 3.7 for typical content of the report.</p> <p>The approved report is to be forwarded to the Curriculum Office and Registrar's Office.</p>

**Table 1 : Four possible scenarios of cyclical review.**

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#### For Scenarios 1 and 2 (Refer to Table 1)

- 4.4) Subject to the approval of the 'Cyclical Review Proposal Report' by the respective DP VET / Masters Degree Committee, the hosting Institute will identify unit writer(s) to undertake the cyclical review of the units. The unit writer(s) is to ensure compliance with the 'Manual of Standards for Writing of Unit Specifications' (Doc 339).
- 4.5) During the month of January and February, the Institutes shall submit to the Curriculum Office the respective 'Cyclical Review Proposal Report' (refer to Table 1 and Appendix 1) together with the amended unit specifications. (Note : The 1<sup>st</sup> revised draft of the unit specification is forwarded (by the Unit Writer) to the Institute Director for endorsement prior to being sent to the Curriculum Office).
- 4.6) Upon receipt of the 'Cyclical Review Proposal Report' approved by the respective DP / Masters Degree Committee and the 1<sup>st</sup> draft of the updated unit, the Curriculum Office shall proceed with the internal accreditation of the units as proposed for cyclical review.
- 4.7) Subsequent to the necessary iterations (between the Curriculum Office and the Unit writer), the unit specification is then internally accredited. The Curriculum office shall:
- Request a new course code from the Registrar's Office;
  - Assign new unit codes only for the units that have undergone cyclical review
  - Upload revised units on the Curriculum Repository
  - Notify Registrar's Office and respective Institute(s) of the new unit codes via a 'New Unit Code Alert' email
  - Update the Course Outline document and forward to the Registrar's office for uploading on the MCAST website;
  - Update the Course Structure on the Curriculum Repository
- 4.8) The Table below provides the calendar for processing of cyclical review:

<b>Month</b>	<b>Task</b>	<b>Responsible</b>
Mid-November	Issue list of programmes that are due for cyclical review	Curriculum Office
December	Determine which programmes/units require cyclical review	Institute Management
January / February	Compile 'Cyclical Review Proposal Report'.  Assign lecturers to conduct a cyclical review / submit updated units to Curriculum Office for internal accreditation	Institute Management
March / April	Conduct Internal Accreditation	Curriculum Office
May	Setting up of updated course codes/unit codes on Classter in preparation for the new academic year	Registrar's Office

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- 4.9) Proposals for cyclical review of units **outside the above calendar** will be accepted by the Curriculum Office (as long as the proposals are backed up by the 'Cyclical Review Proposal Report'). However, the allocation of a new unit code **will have to wait for the next cyclical review period**. This is due to the fact that new unit codes cannot be included introduced into the MIS after the start of the academic year.

### Scenario 3 (Refer to Table 1) : No changes required to Programme

- 4.10) In the case of programmes that do not require any changes, upon receipt of the 'Cyclical Review Proposal Report' the Curriculum Office shall:
- Request a new course code from the Registrar's Office;
  - Update the Course Outline document (with new Course Code) and forward to the Registrar's office for uploading on the MCAST website;

### Scenario 4 (Refer to Table 1) : Programme Withdrawl

- 4.11) In the case of a programme withdrawal, upon receipt of the 'Cyclical Review Proposal Report' the Curriculum Office and the Registrar's Office shall update all relevant records accordingly.

## 5 MONITORING AND REPORTING OF PROGRESS

- 5.1 The Curriculum Department is responsible for initiating the cyclical review process and ensuring the monitoring and reporting of all programmes that are proposed for cyclical review.
- 5.2 The CPSR makes it possible to track via a colour code the progress of every programme at the unit level. The colour code essentially indicates as follows;
- Red: No information received at the Curriculum Office form Unit writer  
 Amber: A Unit Writer has been assigned by the hosting Institute to undertake the cyclical review  
 Green: Unit Specification has been internally accredited by the Curriculum Office
- 5.3 The Curriculum Office is expected to issue regular updates of the CPSRs to the Programme Coordinator, who is also responsible for checking and confirming the status of the programme and the individual units.
- 5.5 The Curriculum Office is required to issue monthly (or as required) status reports ensuring timely approval and release of MCAST programmes undergoing cyclical review.

### Reference Document

- Doc 028 : Programme Review Procedure  
 Doc 338 : Accredited Unit Specification Template  
 Doc 339: Manual of Standards for Writing of Unit Specifications  
 Doc 341: Proposal Form for Approval by EMT of Accredited Qualification / Structural Change of Existing Qualification'  
 Doc 342: Non-Accredited Unit Specification Template

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**Document 013, Appendix 1 : Cyclical Review of Accredited Qualifications**

