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GENERAL INFORMATION				
1	Document category		Policy and Procedure	
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3	Document owner		Curriculum Director	
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	D	Document Change Tracking Number	Date released	Change originator
		013/2021	25/02/21	Dalmas Pierre
	Change history (Section/change details)			
<ul style="list-style-type: none"> a) Added new requirement for EMT to approve the removal of an accredited programme (previously approval only required from by DP VPET) b) Explain the role of the Masters Degree Committee for overseeing structural changes to proposals of new Masters programmes. c) Updated process flow to reflect changes 				
5	Document change history			
	C	Document Change Tracking Number	Date released	Change originator
		057/2020	18/11/20	Dalmas Pierre
	Change history (Section/change details)			
<p>Major review of the cyclical review process:</p> <ul style="list-style-type: none"> 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. b) Introduction of a cyclical review calendar with a deadline for submission of proposals for cyclical review by Institutes. c) Established minimum contents of 'Cyclical Review Proposal Report'. 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. 				

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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 are 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).

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 the list of units, changes in the mode of delivery	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).	A 'Cyclical Review Proposal Report' is compiled and submitted for approval to the DP VPET / Masters Degree Committee (MDC). Refer to paragraph 3.7 for the typical content of the report. Once the report is approved, a copy is forwarded to the Curriculum Office. 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.
	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 (MDC).

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		<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>
4	Programme recommended for withdrawal	<p>A 'Cyclical Review Proposal Report' is compiled and submitted for approval to:</p> <ol style="list-style-type: none"> 1. EMT – in the case of programmes at MQF Levels 1 – 6 2. MDC followed by final approval by EMT – in the case of MQF Level 7 programmes. <p>Refer to paragraph 3.7 for the 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.

Note 1: Approvals by EMT that are conditional do not need to be re-submitted to EMT once the conditions are met unless so requested by EMT.

Note 2: Changes proposed to bespoke, commercial courses do not automatically apply for the same or equivalent course delivered as non-commercial courses.

For Scenarios 1 and 2 (Refer to Table 1)

- 4.4) Subject to the approval by EMT of the Doc 341 'Proposal Form for Approval by EMT of Accredited Qualification / Structural Change of Existing Qualification' (Scenario 1: Structural changes) and the approval of the 'Cyclical Review Proposal Report' by the respective DP VET / Masters Degree Committee (Scenario 2; Minor, major, re-write of units), 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 1st 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 1st 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:
- a) Request a new course code from the Registrar's Office;
 - b) Assign new unit codes only for the units that have undergone cyclical review

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- c) Upload revised units on the Curriculum Repository
- d) Notify Registrar's Office and respective Institute(s) of the new unit codes via a 'New Unit Code Alert' email
- e) Update the Course Outline document and forward to the Registrar's office for uploading on the MCAST website;
- f) Update the Course Structure on the Curriculum Repository

4.8) The Table below provides the calendar for processing of cyclical review:

Month	Task	Responsible
November	Issue list of programmes that are due for cyclical review	Curriculum Office
December	Identify which programmes/units require cyclical review on the basis of the stakeholder feedback obtained during the previous 2 / 3 years of programme delivery.	Institute Management
January / February	<p>Compile 'Cyclical Review Proposal Report' for every programme that is eligible for cyclical review. Submit a report for approval as per Table 1.</p> <p>Assign tasks (via Task Management) for lecturers to conduct a cyclical review.</p> <p>Submit updated / new units to Curriculum Office for internal accreditation</p>	Institute Management
March / April	Conduct Internal Accreditation and iterations with unit writers	Curriculum Office
May	Setting up of updated course codes/unit codes on Classter in preparation for the new academic year.	Curriculum office Registrar's Office /
June		
June		
July	Launch of Admission process for October intake and registration of students on MIS via Classter.	Admissions Office
August	Set timetables for October 2021 intake	Institute Directors (Malta and Gozo)
September		
October		

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.

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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:

- a) Request a new course code from the Registrar's Office;
- b) 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 Withdrawal

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 028, Appendix 1 : Cyclical Review of Accredited Qualifications

Task : Issue list of approved accredited qualifications that are due for 3-year cyclical review and forward list to respective Institutes.
Process Owner : Curriculum Director

Task : Consult with internal and external stakeholders re 'fitness for purpose' of qualification.
Process Owner: Vocational Units : Institute Director / Deputy Director; Key Skills Unit : LSU & Key Skills Unit Deputy Director; CPD Programmes : CPD Deputy Director; Masters Programme : Masters Degree Committee / Institute Directors

Task : Based on outcome of stakeholder feedback, determine extent and nature of review that is required (if any) as per (four) classification categories identified below.
Process Owner: Vocational Units : Institute Director / Deputy Director; Key Skills Unit : LSU & Key Skills Unit Deputy Director; CPD Programmes : CPD Deputy Director; Masters Programme : Masters Degree Committee / Institute Director

Structural Change to Programme
 Eg : Changes to overall structure, level of qualification, workload, change in list of units, changes in mode of delivery.

Minor/Major/Re-write of Unit(s)
 Eg : Changes in unit learning outcomes, major changes in assessment criteria, assessment methods

No Changes required

Programme Withdrawal

Task : Follow Doc 013 : Design, Development and Approval of Programme Qualifications
Process Owner : Director

Task : Compile and submit 'Cyclical Review Proposal Report' (Note 1) to DP VPET and / Masters Degree Committee.
Process Owner: Vocational Units : Institute Director / Deputy Director; Key Skills Unit : LSU & Key Skills Unit Deputy Director; CPD Programmes : CPD Deputy Director; Masters Programme : Institute Director / Director R&I

Task : Compile and submit 'Cyclical Review Proposal Report' explaining rationale for programme withdrawal (Note 1 also refers) to:
 • EMT – in the case of programmes at MQF Lv 1 – 6
 • MDC followed by final approval by EMT – in the case of MQF Level 7 programmes.
Process Owner: Vocational Units : Institute Director / Deputy Director; Key Skills Unit : LSU & Key Skills Unit Deputy Director; CPD Programmes : CPD Deputy Director; Masters Programme : Director R&I

Task : Compile and Submit proposal for EMT approval (Refer to Doc 341 Proposal Form for Approval by EMT of a New Accredited Qualification or Major Change of an Existing Qualification)
Process Owner : Director

Proposal approved by DP VPET / Masters Degree Committee

Proposal approved by DP VPET / Masters Degree Committee / EMT

Note 1 : 'Cyclical Review Proposal Report' (CRPR) is to include:
 a) Summary of feedback from internal and external stakeholders (could include emails, reports etc);
 b) Rationale of changes being proposed;
 c) List of units that require cyclical review;
 S) Extent of review required (minor, major, rewrite, withdrawal, no changes)

Task : Forward copy of approved 'Cyclical Review Proposal Report' to Curriculum Director (Note 2).
Process Owner: Vocational Units : Institute Director / Deputy Director; Key Skills Unit : LSU & Key Skills Unit Deputy Director; CPD Programmes : CPD Deputy Director; Masters Programme : DP R&I

If no changes are required, forward signed CRPR to Curriculum Director
(End of process).

Task : Forward copy of the 'Cyclical Review Proposal Report' and EMT decision to Curriculum Director and Registrar's Office (in the case of programme withdrawal).
Process Owner: Vocational Units : Institute Director / Deputy Director; Key Skills Unit : LSU & Key Skills Unit Deputy Director; CPD Programmes : CPD Deputy Director; Masters Programme : Masters Degree Committee

Note 2: The cyclical review process is monitored and reported by the Curriculum Department via the 'Curriculum Progress Status Report'.

Task : Assign tasks to subject expert via 'Tasking Programme' under cost centre 'Curriculum'. Subject expert forwards 1st draft of new/updated unit to Curriculum Office.
Process Owner: Vocational Units : Institute Director / Dep Director; Key Skills Unit : LSU & Key Skills Unit Deputy Director; CPD Programmes : CPD Dep Director; Masters Programme : Masters Degree Committee

Task : Update Curriculum records accordingly.
Process Owner: Curriculum Manager

Changes to Units(s) approved by Curriculum office?

Task : Request new course code from Registrar's office. Assign and notify unit codes to Registrar / hosting Institute. Upload updated unit in repository
Process Owner: Curriculum Manager

Task : Update 'Course Outline' (for accredited programmes only) for uploading on MCAST / MG2I website. Update 'Course Structure' for uploading on Curriculum Repository.
Process Owner: Curriculum Manager/Registrar

Task : Upload unit code on Classter.
Process Owner: Registrar's Office