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# Periodic Review Meeting Minute and Report

## Periodic Review insert Programme Title(s)

## Time and date of meeting:

## Place of meeting:

## The Review Panel

1. **Chair:** *name and LSHTM job title*
2. **Internal Reviewer:** *name and LSHTM job title*
3. **Internal Reviewer:** *name and LSHTM job title*
4. **External Reviewer:** *name and job title and home institution*
5. **Student Reviewer:** *name and programme title*
6. **Quality & Academic Standards (and report writer):** *name, Quality & Academic Standards Officer, LSHTM*

## The Programme Team

**Programme Director:** *name*

**Deputy** **Programme Director (where applicable):** *name*

**Course content Co-ordinator (where applicable):** *name*

**Exam Board Chair:** *name*

**Taught Programme Director:** *name*

## OUTCOMES

The Review Panel conducting the Periodic Review of the insert title advised the following outcomes:

The insert title is/not recommended for reapproval for a period of five academic years subject to the following Conditions and Recommendations:

## Conditions

1. The Programme Team is required to, *insert condition* by *insert deadline*
2. The Programme Team is required to, *insert condition* by *insert deadline*
3. The Programme Team is required to, *insert condition* by *insert deadline*

*(continue as appropriate)*

## Recommendations

1. The Programme Team is required to, *insert recommendation* by *insert deadline*
2. The Programme Team is required to, *insert recommendation* by *insert deadline*
3. The Programme Team is required to, *insert recommendation* by *insert deadline*

*(continue as appropriate)*

The Review Panel commended the following features of good practice:

• Feature 1

• Feature 2

• Feature 3

*(continue as appropriate)*

## REPORT

1. **Summary of Meeting with The Programme Team** 
   1. *(a summary of key discussion points plus attendees/absentees)*

1. **Summary of Meeting with The Programme And Module Team** 
   1. *(a summary of key discussion points plus attendees/absentees)*

1. **Summary of Meeting with Current Students And Alumni** 
   1. *(a summary of key discussion points plus attendees/absentees)*

1. **Summary of Feedback to The Programme Team** 
   1. *(a summary of key discussion points plus attendees/absentees – link to conditions and recommendation outlined in the Outcomes section on page 2.)*