

Peer Review Panel Policy and Procedure

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External Refences

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Definitions

Expression of Interest	The call/process used to invite industry stakeholders and external academics to apply for PRP membership.

Abbreviations

PRP	Peer Review Panel
BoS	Board of Studies
PQVB	Programme Quality and Validation Board
EOI	Expression of Interest

Table of Contents

1. Purpose.....	4
2. Scope	4
3. Policy Statement.....	4
4. Formation and Composition of the Peer Review Panel (PRP)	4
5. Review Process	4

The Institute of Tourism Studies Curriculum and Accreditation Department shall propose the following policy to the Policies and Procedures Committee and the Board of Government to implement an external peer review panel system to all its self-accredited programmes:

Policy for the implementation of a mechanism for Industry and Student Input in Self-Accredited Academic Program Assessment and External Validation

Purpose

This policy outlines the establishment and operation of a Peer Review Panel (PRP) composed of students, industry stakeholders, and employer representatives. The PRP will provide critical feedback on academic programs after their assessment by the Board of Studies (BoS) and the Programme Quality and Validation Board (PQVB), ensuring that programs meet both educational standards and market needs.

Scope

This policy applies to all self-accredited academic programs undergoing assessment and external validation within the institution. It specifies the role of the PRP in evaluating the relevance, content, and quality of academic programs from a practical and user-centric perspective.

Policy Statement

The institution is committed to integrating valuable insights from employers, industry representatives, and students into the academic program validation process. The PRP will serve as a crucial mechanism for ensuring that academic programs are responsive to the needs of both the job market and the student body, enhancing employability, and fostering innovation.

Formation and Composition of the Peer Review Panel (PRP)

Composition: The PRP shall consist of members from three key groups:

Industry Stakeholders: Professionals and employers from relevant sectors.

Students: Current students or recent graduates who have direct experience with the programs under review.

External Academics or Professionals: Individuals with expertise in the field of study, from outside the institution.

Selection Process: Members will be selected based on their expertise, experience, and potential contribution to the program review process. Industry stakeholders and external academics will be invited through an Expression of Interest followed by a formal selection process, while student representatives will be nominated by student councils or similar bodies.

Review Process

Stage 1:

- Initial Review by BoS and PQVB: All programs must first pass the assessment by the Board of Studies (BoS) and the Programme Quality and Validation Board (PQVB), ensuring they meet the institution's academic standards and quality requirements

Stage 2: Peer Review Panel (PRP) Assessment:

- After clearance from BoS and PQVB, the programs will be presented to the PRP for further review. The PRP will assess the program's content, relevance, and alignment with current industry standards and student needs.
- The PRP will use a structured review framework, focusing on curriculum relevance, practical skills, employability, and innovation.
- Feedback Mechanism: The PRP will compile a detailed report outlining its findings and recommendations for each program reviewed. This report will be submitted to the academic department responsible for the program, the BoS, and the PQVB for consideration.

6. Implementation of Feedback

Action Plan: Upon receiving the PRP's feedback, the relevant academic department, in collaboration with the BoS and PQVB, will develop an action plan to address the recommendations.

Timeline and Review: The action plan will include specific timelines for implementation and a process for review, ensuring that feedback is acted upon effectively.

7. Transparency and Communication

Public Disclosure: Summaries of PRP findings and subsequent action plans will be made publicly available to ensure transparency.

Continuous Dialogue: The institution will facilitate ongoing communication between academic departments, the PRP, and other stakeholders to foster a continuous improvement culture.

8. Policy Review and Updates

Regular Review: This policy and the PRP's operation will be reviewed annually to adapt to changing industry demands, educational trends, and stakeholder feedback.

Stakeholder Feedback: Input from all involved stakeholders, including students, industry representatives, and faculty, will be solicited and considered during policy reviews.

A. Document Retention

Type / Description	Retention Period
Minutes	10 years

B. Review

The terms of this policy will be reviewed after its first year of operation and regularly thereafter.

C. Document Control

Version	Purpose of Review/ Changes	Date Published	Date of Next Review
1	New Policy		
2			