**PARTNER INSTITUTION**

**PERIODIC REVIEW REFLECTIVE DOCUMENT**

***Please note:*** ***Where more than one course is being considered within one Periodic Review event, the Course Team are only required to complete one Reflective Document which covers all of the courses under review. Please also see additional guidance available on the*** [***Partnerships Team website***](https://www.essex.ac.uk/information/university-partnerships/information-for-partners)***.***

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| **Partner Institution:** |  |
| **Date of Reflective Document:**  |  |
| **Date of Periodic Review:** |  |
| **Date of previous Periodic Review or Validation:** |  |
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| 1. **A brief introduction to the Partner Institution and Faculty / School / Department in which course(s) based, including:**
* How the Faculty / Department has changed and developed over time.
* An overview of the range of subjects on offer and the Course Team’s research interests / scholarly activity (where applicable).
* The Faculty / Department’s aims, strengths, and any features.

*Please note: this section should be concise as it will be included in the final report to Academic Quality and Standards Committee.* |
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| 1. **A description of the distinctive features of the course(s) under review, including information about work placements**
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| 1. **Rationale and market demand for the course(s) under review** *(cross referenced to the Education Performance Data) Please note: this section will be included in the final report to Academic Quality and Standards Committee.*
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| 1. **Overview of the recruitment, admissions, and induction procedures (including AP(E)L), and how the Course Team ensure that they are fair and transparent.** *(Please include Admissions policy as separate appendix, if appropriate)*
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| 1. **Provide information on how internal and external reference points have been considered within the course development, including:**
* *Professional, Statutory and Regulatory Body (PSRB) accreditation*
* *Quality Assurance Agency (QAA) UK threshold standards*
* *Research Council requirements and reports (where applicable)*
* [*University's Strategic Plan*](http://www.essex.ac.uk/about/strategy/documents/strategic-plan.pdf)
* [*University’s Education Strategy*](http://www.essex.ac.uk/about/strategy/documents/education_strategy.pdf) *(for example, equality, diversity and inclusivity, environmental/sustainability considerations, research skills, and collaborative work, use of learning technology).*
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| 1. **Partner Institution Strategies - How Higher Education (HE) strategies at the Partner Institution feed in to the wider** [**University's Strategic Plan**](https://www.essex.ac.uk/governance-and-strategy/university-strategy) **and** [**Education Strategy**](https://www.essex.ac.uk/governance-and-strategy/university-strategy)
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| 1. **A summary of any approved major modifications to the course(s) under review since the last validation or periodic review event, including:**
* Significant changes made to course content or organisation since the last Periodic Review.
* Key actions taken in response to recommendations made at the last Periodic Review/Validation and confirmation that the recommendations have been met.
* Explanation of how changes to the course(s) since the last Periodic Review have enhanced the course and ensured that the course design, title, and curriculum has remained appropriate and aligned with internal and external reference points?
* Details of any recently introduced innovations in assessment methods
* Details of any additional significant changes.

*Please note: this section will be included in the final report to Academic Quality and Standards Committee.* |
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| 1. **In the following sections provide an evaluation of the course(s) under review, reflecting on the quality of the provision and an indication of future development plans** *(please see additional guidance available for completing this section):*
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| * 1. **Curriculum and course design** *(including employability)*
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| * 1. **Learning, teaching and assessment approach** *(including work-based learning and placement learning). Link to policy (if available) – including equality and diversity and how any additional needs of students are addressed*
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| * 1. **Resources** *(including staffing, staff development, learning resources and physical resources)*
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| * 1. **Overview of the academic support available to students** *(including enrolment and induction, and Personal Tutor activity).*
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| 1. **Maintenance and enhancement of standards and quality, including:**
* Mechanisms and evidence of systematic monitoring, review, enhancement and sharing good practice among those delivering the course.
* Partner committees and groups that support academic standards and quality
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| 1. **Any supporting information from student consultation or external academics / employer links who may have been consulted when reviewing the course(s)**
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| 1. **Evidence how you have drawn on the full range of information available when considering improvements to the course(s).** *Cross referencing the data for the last 3 years provided within the Supporting Documentation provide a commentary on the analysis of the data and any actions taken in response.*
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| * 1. **Admissions, enrolment, and induction data** *(including entry profile data and enrolment)*
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| * 1. **Student progression, retention, achievement, degree outcomes including equality and diversity**
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| * 1. **Employability/Graduate Outcomes**
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| * 1. **Student survey results and course team analysis**
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| 1. **Highlight the key themes that you would like the Panel to focus on at the Periodic Review and highlight any other relevant issues.**
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**Document review information**

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| **Document owner** | Partnerships Team |
| **Document author** | Rachel Frost, Senior Partnerships Manager |
| **Document last reviewed by** | Dawn Mott, Partnerships Manager (Development & Oversight) |
| **Date last reviewed**  | February 2022 |
| **Review frequency** | Annually |

**Appendix A: Course and module details**

**Courses and modules under review**

List all individual course titles.

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| **Award type**eg BSc, MA | **Full course / module[[1]](#footnote-1) title(s)**Please include any exit award titles where these are approved  | **Mode(s) of Study**Full-time, Part-time, Credit accumulation | **Current official status[[2]](#footnote-2)**1 active;2 suspended; or3 discontinued | **Recommended future status**1 active;2 suspended; or3 discontinued | **Course Lead** | **PSRB[[3]](#footnote-3) recognition****(Y/N)** | **Includes work placement?****(Y/N)** | **Includes study abroad?****(Y/N)** |
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**Professional or statutory body accreditation**

If applicable, please give brief details of the bodies involved and the duration of current accreditation.

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**Work placements or a period of study abroad**

If applicable, please give brief details of any work placements and periods of study abroad.

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**Recently approved courses and modules**

Please list any courses and modules which fall under the scope of the Review, but which have not yet run for more than one academic year (undergraduate or postgraduate).

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1. List all module titles included in the review which are not taken as part of one of the courses already added to the table (for example standalone CPD modules). [↑](#footnote-ref-1)
2. This should be the official status as either Active, Suspended or Discontinued. Where a change in course status has been requested but not yet approved, this should be indicated in the future status column. Please include discontinued courses which still have students studying to complete the course (where they started the course before it was discontinued). [↑](#footnote-ref-2)
3. Professional, statutory or regulatory body recognition. [↑](#footnote-ref-3)