**Partner Institution Name:**

**Curriculum Review Plan and Progress Report**

The completed Plan should be submitted to the Partnerships Team by XXXX, for discussion and approval at the summer term meeting of the Partnerships Education Committee.

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| 1 | **Faculty/School/Department/Centre name or subject cluster group covered by the Plan** |  |

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| 2 | **Responsibility for Curriculum Review** |
|  | What group at the Partner Institution or within the Faculty/School/Department/Centre or Subject Group will be responsible for Curriculum Review? List the names and job titles of the people who will be overseeing Curriculum Review. Curriculum Review will be monitored through the joint Curriculum and Quality Group Meetings and Partnerships Management Boards. |
|  | **Progress report in 2015-16:** List any changes to membership |
|  | **Progress report in 2016-17**: List any changes to membership |

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| 3 | **Overall approach** |
|  | Summarise the overall approach that the Partner Institution or Faculty/School/Department/Centre or Subject Group plans to take to Curriculum Review covering how it will address the different levels of study (UG and PGT); whether programmes will be looked at in subject groups; whether any programmes will be considered individually; and how all the aspects of curriculum review will be addressed throughout the duration of the review. |
|  | **Progress report in 2015-16:** Summarise overall progress and include any significant changes to approach |
|  | **Progress report in 2016-17**: Summarise overall progress and include any significant changes to approach |

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| 4 | **Links with other reviews/quality processes** | |
|  | Annual Review of Courses | How will you use the ARC process to support Curriculum Review? |
|  | Periodic Review | List any Periodic Reviews that are scheduled over the next two years and explain how you will use these to support Curriculum Review |
|  | Other | List any other departmental reviews that are planned over the next three years and any engagement with professional bodies, and explain how you will use these to support Curriculum Review. |
|  | **Progress report in 2015-16:** Briefly describe the outcomes of any activity undertaken during the year and include any significant changes to the approach outlined above | |
|  | **Progress report in 2016-17**: Briefly describe the outcomes of any activity undertaken during the year and include any significant changes to the approach outlined above | |

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| 5 | **Inputs to curriculum review** | |
|  | Student views | Describe how the Partner Institution or Faculty/School/Department/Centre or Subject Group plans to involve students in the Curriculum Review process and how it will consider previous student feedback |
|  | External Examiners | Describe how the Partner Institution or Faculty/School/Department/Centre or Subject Group plans to consult its External Examiners and how it will consider previous comments |
|  | Professional/Regulatory Bodies | Does the Partner Institution or Faculty/School/Department/Centre or Subject Group hold accreditation for modules or courses? How will those accrediting bodies (or the requirements of accreditation) impact/be involved with the Curriculum Review process? |
|  | Market intelligence | Describe how the Partner Institution or Faculty/School/Department/Centre or Subject Group plans to include market intelligence in the Curriculum Review process; indicate how the sustainability of the curriculum is being considered. |
|  | **Progress report in 2015-16:** Briefly describes the activities undertaken to engage the stakeholders listed above and any resulting impacts on the Curriculum Review process; and include any significant changes to the approach outlined above | |
|  | **Progress report in 2016-17**: Briefly describes the activities undertaken to engage the stakeholders listed above and any resulting impacts on the Curriculum Review process; and include any significant changes to the approach outlined above | |

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| 6 | **Key milestones** | | |
|  | **AY** | **Activities** | **Outputs** |
|  | **2014-15** | * List the main activities being undertaken this year | * Noting the overall timeline for Curriculum Review, list the expected outputs for each year, eg: when any changes to areas of the curriculum are expected to be completed, and any approvals sought and amendments to the curriculum in place. |
|  | **2015-16** | * As above | * As above |
|  | **2016-17** | * As above | * As above |
|  | **Progress report in 2015-16:** Report on the achievement of the milestones set out above and include any significant changes to the plan outlined above | | |
|  | **Progress report in 2016-17**: Report on the achievement of the milestones set out above and include any significant changes to the plan outlined above | | |

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| 7 | **Capstone project** | | | |
|  | **Level of study** | **Assessment of current position** | **Planned approach/activities** | **Milestones and outputs** |
|  | **Undergraduate** | A brief description of what the Partner Institution or Faculty/School/Department/Centre or Subject Group sees as the main issues in addressing this area of Curriculum Review. This could include whether this is expected to be a major/minor part of the overall Review; any challenges; and where the Review will be building on work that is already underway. It should also be stated here where it is considered that the requirement is already being met. | * List the main activities planned | * Noting the overall timeline for Curriculum Review, the expected outputs for each year, eg: when any changes to areas of the curriculum are expected to be completed, and any approvals sought and amendments to the curriculum in place. |
|  | **Postgraduate** | As above | * As above | * As above |
|  | **Progress report in 2015-16:** Report on the achievement of the milestones set out above and include any significant changes to the plan outlined above | | | |
|  | **Progress report in 2016-17**: Report on the achievement of the milestones set out above and include any significant changes to the plan outlined above | | | |

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| 8 | **Other thematic areas** | | | |
|  | **Area** | **Assessment of current position** | **Planned approach/activities** | **Milestones and outputs** |
|  | **Research mind-set and skills** | A brief description of what the Partner Institution or Faculty/School/Department/Centre or Subject Group sees as the main issues in addressing this area of Curriculum Review. This could include whether this is expected to be a major/minor part of the overall Review; any challenges; and where the Review will be building on work that is already underway. It should also be stated here where it is considered that the requirement is already being met. | * List the main activities planned | * Noting the overall timeline for Curriculum Review, list the expected outputs for each year, eg: when any changes to areas of the curriculum are expected to be completed, and any approvals sought and amendments to the curriculum in place. |
|  | **Technology-enhanced learning** | As above | * As above | * As above |
|  | **Distinctive assessment approaches** | As above | * As above | * As above |
|  | **Global community and outlook** | As above | * As above | * As above |
|  | **Equality and diversity** | As above | * As above | * As above |
|  | **Embedding employability** | As above | * As above | * As above |
|  | **Review and rationalisation of modules** | As above | * As above | * As above |
|  | **Progress report in 2015-16:** Report on the achievement of the milestones set out above and include any significant changes to the plan outlined above | | | |
|  | **Progress report in 2016-17**: Report on the achievement of the milestones set out above and include any significant changes to the plan outlined above | | | |

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| 9 | **Other Comments** |
|  | Please indicate any relevant points not addressed above (includes areas of practice/issues within your approach that you believe would be helpful to other Partner Institutions) |

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| **Document history** | **Date** |
| Plan submitted to PEC |  |
| Progress report during 2015-16 |  |
| Progress report during 2016-17 |  |
| Final report - confirmation that Curriculum Review completed |  |

February 2015