**PARTNER INSTITUTION**

**PERIODIC REVIEW DOCUMENTATION CHECKLIST**

The checklist below outlines the Periodic Review documentation requirements.

The documentation from the Partner Institution should be provided to the Partnerships Team electronically **no later than 4 weeks** before the Periodic Review date. Please note that the Partner Institution should provide the documentation in two electronic zip-folders (using a .zip file) or by Zendto, named as follows, **with each document provided in an individual file in Word format**:

1. **Course Documentation**

This zip-folder should include the information listed in the “Course Documentation” section below. This documentation forms the essential pre-event reading for the Panel Members, providing an overview of the courses under review, the proposed changes to these courses and any additional issues which need to be discussed during the event.

1. **Supporting Documentation (Appendices)**

This zip-folder should include the information listed in the “Supporting Documentation” section below. This documentation is provided to Panel Members as supplementary information to the Course Documentation which can be referred to as needed. The Panel Members are not expected to read the Supporting Documentation in its entirety.

The Supporting Documentation should be labelled as Appendix 1, Appendix 2 etc. as per the nomenclature within the “Supporting Documentation” list on pages 2 and 3).

The Periodic Review documentation, comprising the documentation supplied by the Partner Institution and the University, will be sent electronically to members of the periodic review panel no later than 2 weeks before the event.

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| **Documents provided by the Partnerships Team, University of Essex** | | |
|  | Background information about the Partnership | |
|  | An agenda for the review event | |
|  | A list of panel members | |
|  | Guidance notes for panel members | |
|  | Travel information, campus maps and expenses forms for the external and student panel members (this information is provided prior to the event) | |
| **Documentation to be provided by the Partner Institution** | | |
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| 1. **Course Documentation** | | **Documents attached** |
|  | **Reflective document[[1]](#footnote-1)** provided by Course Team ***(see Reflective Document template)*.** List courses under review, indicating their current status[[2]](#footnote-2) and request for ongoing status. The reflective document should cross-reference other documentation listed in the checklist (including Supporting Documentation), as appropriate.[[3]](#footnote-3) |  |
| ***Please note: If the information listed in 2, 3 and 4 below is included in full in the Student Handbook (see A.6) then it will not be necessary to provide it separately.*** | | |
|  | **Programme Specification** for each course being reviewed including programme structure. If the If the course operates in a **non-standard format** such as through **online provision, or is offered part-time, or by credit accumulation**, details should be provided. |  |
|  | **Module Maps** – mapping exercise showing the relationship between the course and the module learning outcomes. |  |
|  | All current **Module Outlines** by level/stage.  Each Module Outline should include:   * information on each of the assessment tasks for the module (format / weighting / which learning outcomes are covered by the task) * up to date **reading lists** which clearly define required reading and recommended reading. |  |
|  | Current **Student Handbook.** |  |
|  | Any relevant **work-based learning, work placement** or **study abroad** guidance/handbooks *if applicable*. |  |
|  | Course **Assessment Strategy, Marking/Grading Criteria and Assessment Schedule** (including details regarding the Course Team’s approach to reassessment and feedback)**.** |  |
|  | Previous **Validation or Periodic Review** report and follow-up actions taken by the course team. |  |
|  | A table summarising the proposed modifications to the course(s) under review (including proposed changes to modules, modes of study *etc*). **Draft documents detailing the proposed changes (e.g. Module Outlines showing tracked changes) should be provided as Supporting Documentation (see section B.13).** |  |
| **W*here a Partner Institution delivers Postgraduate Research courses, the following information will also need to be included within the “Course Documentation” folder.*** | | |
|  | **Postgraduate Research documentation,** if applicable*(see “Postgraduate Research Additional Information” template)****.*** |  |
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| 1. **Supporting Documentation (Appendices)** | | **Documents attached** |
| Appendix 1 | **Admissions, enrolment and induction information,** including entry profile data, relevant induction arrangements and procedures and enrolment numbers for the last 3 years (a summary of the data and commentary on analysis and actions taken in response to be included within the Reflective Document). |  |
| Appendix 2 | **Student progression, retention, achievement and graduate destinations data** for the last 3 years (a summary of the data and commentary on analysis and actions taken in response to be included within the Reflective Document). |  |

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| Appendix 3 | **Professional Statutory and Regulatory Body (PSRB)** reports and Course Team’s responses and any other specific requirements. |  |
| Appendix 4 | **Annual Review of Course** reports[[4]](#footnote-4) from the last 3 years. |  |
| Appendix 5 | **External Examiner Reports** and Course Team’s responses from the last 3 years. |  |
| Appendix 6 | **Student Feedback** including NSS, internal student feedback mechanisms (module evaluation and Staff/Student Committees), DLHE for the last 3 years. |  |
| Appendix 7 | **Partnership Performance Indicator** data including comparisons with benchmark institutions. |  |
| Appendix 8 | Current relevant[**QAA Benchmark Statements**](http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code/subject-benchmark-statements)**.** |  |
| Appendix 9 | **Equality and diversity** information and policy (including a commentary on analysis and actions taken in response and evidence of how the needs of disabled students are addressed). |  |
| Appendix 10 | **Employability** information including employer links. |  |
| Appendix 11 | Information on the existing **subject related resources** (e.g. equipment lists, specialist spaces such as laboratories or studios, digital resources). |  |
| Appendix 12 | Current **staffing** (including staff CVs outlining relevant qualifications, current and recent positions held and relevant publications and scholarly activity). |  |
| Appendix 13 | Draft documents (e.g. Module Outlines showing tracked changes) outlining proposed modifications to the course(s) under review (see section A.9). |  |

1. Please note that where more than one course is being considered within one Periodic Review or Validation event, the Course Team are only required to complete one Reflective Document which covers all of the courses under review. [↑](#footnote-ref-1)
2. Status of the course to indicate if the course is active and admitting, suspended or in a teach-out phase following discontinuation for new admissions. [↑](#footnote-ref-2)
3. Where the Reflective Document refers to Course Documentation, these documents should be referred to by name/page within the Reflective Document (e.g. “see Programme Specification on page 6”) as the Course Documentation will be presented as a whole document. However, where the Reflective Document refers to Supporting Documentation, these documents should be referred to as Appendix 1, Appendix 2 etc. within the Reflective Document (as per the nomenclature within the “Supporting Documentation” list on pages 2 and 3) as they will be provided as individual documents to support the main “Course Documentation” document. [↑](#footnote-ref-3)
4. For Undergraduate Taught (UG) and Postgraduate Taught (PGT) this refers to Annual Monitoring Reports before the reports changed to Annual Review of Courses. The equivalent should be provided for PGR. [↑](#footnote-ref-4)