**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.***

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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 particular features.
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| 1. **Overview of the scope and context for the review including:**

**2a. List of courses being reviewed (including suspended courses and all named**  **and unnamed exit awards)** |
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| **2b. 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) *and associated Curriculum Review*
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| 1. **Partner Institution structures / Strategies:**

**3a. Partner committees and groups that support academic standards and quality** |
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|  **3b. How Higher Education (HE) strategies at the Partner Institution feed in to**  **the wider** [**University's Strategic Plan**](http://www.essex.ac.uk/about/strategy/documents/strategic-plan.pdf) **and** [**Education Strategy**](http://www.essex.ac.uk/about/strategy/documents/education_strategy.pdf) |
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| 1. **A description of the distinctive features of the course including information about work placements**
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| 1. **A summary of any approved major modifications to the courses(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 additional significant changes.
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| 1. **Any supporting information from student consultation or external academics / employers who may have been consulted when reviewing the course(s)**
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| 1. **In the following sections provide an evaluation of the courses under review, reflecting on the quality of the provision and an indication of future development plans:**

**7a. Curricula and course design** |
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|  **7b. Learning, teaching and assessment (including work-based learning and**  **placement learning)** |
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| **7c. Student recruitment, retention, progression, achievement and graduate destinations including:*** A summary of the key data for the last 3 years (full data for the last 3 years to be provided within the Supporting Documentation).
* A commentary on the analysis of the data and any actions taken in response.
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|  **7d. Student survey results and course team analysis** |
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|  **7e. Resources (including staffing, learning resources and physical resources)** |
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| **7f. Maintenance and enhancement of standards and quality, including:*** Mechanisms and evidence of systematic monitoring, review, enhancement and sharing good practice.
* Evidence that the Partner Institution has drawn on the full range of information available when considering improvements to the course(s), including NSS, internal student feedback mechanisms, DLHE, progression, retention and achievement data, equality and diversity data, External Examiner reports and any other departmental monitoring systems in place.
* External Examiner feedback and response.
* Student engagement, feedback and response.
* Information on how the courses and modules align with the relevant internal and external reference points.
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| **7g. Partnership Performance Indicators (PPIs)*** A summary of the key data and chosen benchmark institutions for the last 3 years (full PPI data for the last 3 years to be provided within the Supporting Documentation).
* A commentary on the analysis of the Partner Institution’s performance in comparison to the benchmark institutions.
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| 1. **Highlight the key themes that you would like the Panel to focus on at the Periodic Review**
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| 1. **Any other relevant issues**
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