Approval and Reporting Routes – Monitoring and Review

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| Activity: | Timing: | First considered by: | Subsequent consideration by: | Authority to approve recommendations: | Onward reporting for information: | Final record of decision: |
| Schedule of Periodic Reviews | Updated annually | N/A | N/A | Recommendations to go beyond five years between Periodic Reviews considered by QUAD and the Faculty Dean (in liaison with the Executive Dean and PVC(Education) where needed). | Significant changes reported to AQSC | Quality and Academic Development (QUAD) webpages (or Partnerships team for Partner Institutions) |
| Institutional reviews | Typically every five years | Review panel | AQSC and Education Committee | Senate | To Senate | Senate minutes |
| Periodic Reviews | Typically every five years | Review panel | Faculty Education Committees | AQSC | To EC and Senate | AQSC minutes |
| Undergraduate Annual Review of Courses (ARC) reports  *Inc. Student Module Feedback survey data* | Reported to relevant Committees: UG ARC reports submitted to February FECs | Faculty Deans (UG) /  Deputy Dean of Partnerships  Students should be consulted on ARC reports and Student Module Feedback survey data, including through Student Voice Groups (SVGs) | Full reports submitted to FECs  Department-level student module feedback data is considered by E-DIAG  Faculty Deans / Deputy Dean of Partnerships report on key themes (trends, good practice, areas for enhancement, actions agreed).  FEC recommendations to AQSC / EC, where applicable. | Summary of key themes / reported to AQSC and EC.  Approval of recommendations by AQSC and EC in line with committee terms of reference. | To EC from AQSC if applicable | Committee minutes |
| Postgraduate Annual Review of Courses (ARC) reports  *Inc. Student Module Feedback survey data* | Reported to relevant Committees: PGR ARC reports submitted to February FECs  PGT ARC reports submitted to May FECs | Faculty Deans (PG) /  Deputy Dean of Partnerships  Students should be consulted on ARC reports and Student Module Feedback survey data, including through Student Voice Groups (SVGs) | Full reports submitted to FECs  Department-level student module feedback data is considered by E-DIAG  Faculty Deans / Deputy Dean of Partnerships report on key themes (trends, good practice, areas for enhancement, actions agreed).  FEC recommendations to AQSC / EC, where applicable. | Summary of key themes / reported to AQSC and EC.  Approval of recommendations by AQSC and EC in line with committee terms of reference. | To EC from AQSC if applicable | Committee minutes |
| Institutional ARCs (Partners only) | Institutional ARCs (Partners only) are submitted to the same timelines as Essex course reports | Deputy Dean of Partnerships | Deputy Dean of Partnerships recommendations to AQSC / EC, where applicable | Summary of key themes / reported to AQSC and EC.  Approval of recommendations by AQSC and EC in line with committee terms of reference. | To EC from AQSC if applicable | Committee minutes |
| Record of Partner Institution External Examiners | Submission dates:  Normally no later than four weeks after the final exam board or at an agreed date annually. | Partnership Institution | N/A | Dean of Partnerships (Education)  Deputy Dean of Partnerships  Faculty Partnership Directors (Arts & Humanities/Science & Health/Social Sciences) | Partnerships Management Board or equivalent | QUAD |
| Undergraduate External Examiner reports | Reported to Autumn Committees  Final submission deadline: 31 August | Departments: consider External Examiner reports within their Annual Review of Courses (ARC) reports  Faculty Dean: reports to Faculty Education Committee (FEC) on key themes (trends, good practice, areas for enhancement, actions agreed)  FECs make recommendations to Academic Quality and Standards Committee (AQSC) where applicable. | Faculty Deans report to FEC on key themes (trends, good practice, areas for enhancement, actions agreed)  FEC recommendations to AQSC where applicable | AQSC / EC where applicable and in line with Committee Terms of Reference | Key themes are considered by FEC and reported to AQSC/EC | Committee Minutes |
| Postgraduate Taught External Examiner reports | Reported to Spring Committees  Final submission deadline: 31 December | Departments: consider External Examiner reports within their Annual Review of Courses (ARC) reports  Faculty Dean: reports to Faculty Education Committee (FEC) on key themes (trends, good practice, areas for enhancement, actions agreed)  FECs make recommendations to Academic Quality and Standards Committee (AQSC) where applicable. | Faculty Deans report to FEC on key themes (trends, good practice, areas for enhancement, actions agreed)  FEC recommendations to AQSC where applicable | AQSC / EC where applicable and in line with Committee Terms of Reference | N/A | FEC / AQSC minutes |
| Education performance data, including:  Progression / retention / performance  Report of awards conferred / completion  Recruitment / entry tariff data  Employability data | Spring or Summer committees | Departments/  Partner Institutions as part of Departmental planning and ARC preparation, including initial data review meetings and away days in the Autumn term | *See ARC reports* |  |  | *See ARC reports* |
| Annual report on the Admissions Policy | N/A | AQSC | EC | Senate | N/A | Senate minutes |
| External audit and review reports, including Professional, Statutory and Regulatory Bodies (PSRBs) / Quality Assurance Agency (QAA) |  | Individual course accreditation / PSRB reports considered by depts., and through ARCs, periodic reviews and course approval | Major audit and review reports considered by AQSC and EC | AQSC / EC / Senate in line with Terms of Reference | N/A | Committee minutes |

**Notes:** The above table makes reference to the following University Committees: Faculty Education Committees (FEC), Academic Quality and Standards Committee (AQSC) and Education Committee (EC).

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| Document owner | Quality and Academic Development Team |
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