

Monitoring and review

	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				QUAD website	
Institutional Reviews	Typically every 5 years	Review Panel	PEC and EC	Senate	To Senate	Senate Minutes
Periodic Reviews	Typically every 5 years	Review Panel	FEC/PEC ⁽¹⁾	AQSC ⁽²⁾	To EC and Senate	AQSC Minutes
Annual Review of Courses (ARCs)	<p>Reported to autumn committees. Submission dates:</p> <p><u>Course ARCs:</u> UG – in time for autumn term FEC PGT/R – in time for spring term meeting</p> <p><u>Institutional ARCs</u> (partners only): UG only – at the same time as the UG ARCs UG &/or PGT/R – at</p>	<p>Deputy Deans</p> <p>Dean of Postgraduate Research and Education also reviews these reports.</p>	<p>Full reports submitted to FEC/PEC.</p> <p>Deputy Deans report on key themes (trends, good practice, areas for enhancement, actions agreed).</p> <p>FEC/PEC recommendations to AQSC/EC where applicable.</p>	<p>Summary of key themes / reported to AQSC and EC.</p> <p>Approval of recommendations by AQSC and EC in line with committee terms of reference.</p>	To EC from AQSC if applicable	Committee Minutes

	the same time as PGT/R ARCs					
Student Survey data	Autumn / Spring committees via ARCs	Departments as part of Departmental planning and ARC preparation	See ARCs			See ARCs
External Examiner Appointments (report of appointments)	Autumn term (partners only)			Deputy Dean or Dean	Relevant Partnership Board or Committee	QUAD
External Examiner Reports	Reported to Autumn (UG) / Spring (PGT/R) committees <u>Submission dates:</u> 4 weeks > final Exam Board Latest deadlines: UG: 1 September PG: 1 February	Deputy Deans (also considered in ARCs)	Deputy Deans report to FEC/PEC on key themes (trends, good practice, areas for enhancement, actions agreed) FEC/PEC recommendations to AQSC where applicable	AQSC/EC where applicable		FEC/PEC/AQSC Minutes

Progression / retention / performance reports Report of awards conferred / completion data Recruitment / entry tariff data Employability data	Autumn / Spring committees via ARCs	Departments as part of Departmental planning and ARC preparation	See ARCs			See ARCs
Annual report on the Admissions Policy	Spring or Summer committees	AQSC	EC	Senate		Senate Minutes
External audit and review reports (including PSRBs, 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	Senate		Senate Minutes

1. The full periodic review report should be submitted to the relevant FEC, or if a partner institution, then the PEC, for consideration.
2. The paper reporting the FEC recommendation to AQSC relating to a periodic review would also contain the periodic review report, with the extract of the FEC minutes showing any additional comments made by the FEC.