**Periodic Review Documentation**

Departments/Schools should provide the documentation (relating to all levels of study under review) to QUAD electronically **6 weeks** before the initial Panel meetings. Departments are welcome to provide additional documentation to the items listed below to support the Reflective document (clearly referenced). Please note, additional documentation may be requested by the Panel.

Statistics are provided by Planning and Data Insight team on the [Planning Information Portal](https://ssrs.essex.ac.uk/reporting/pip/pages/default.aspx), [Reporting Services](https://ssrs.essex.ac.uk/reporting/Pages/Default.aspx) and [Tableau](https://tableau.essex.ac.uk/#/projects/25) and any information relating to employer and apprenticeship surveys and data should be requested from the [Apprenticeships Hub](https://www.essex.ac.uk/staff/professional-services/apprenticeships-team).

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| **Documentation** | | **Provided by:** | |
| **QUAD** | **Department** |
| **1. Introductory information** | | | |
| a) | Reflective document (*provided by Head of Department or nominee*)  (*see template document*) |  |  |
| b) | List of courses, indicating their current status[[1]](#footnote-1) and the ongoing status recommended by the department (*see template document*)  *(Note: QUAD will provide a list of courses and their current status; please review this and update accordingly)* |  |  |
| c) | Student[[2]](#footnote-2) and staff numbers  *(note: Departments to split student data out by level and programme where possible).  (Departments usually provide staff numbers in the introduction of their reflective document).* |  |  |
| d) | Summary of the quality assurance/enhancement activities within the department |  |  |
| e) | University of Essex Education Strategy and Research Strategy |  |  |

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| **2. Teaching, learning and assessment** | | | |
| a) | Programme specifications |  |  |
| b) | HEAR statements |  |  |
| c) | [Module Maps](https://www.essex.ac.uk/staff/academic-standards-and-quality/new-courses) (*mapping exercise showing the relationship between the course and the module learning outcomes*) |  |  |
| d) | [QAA benchmark statements](https://www.qaa.ac.uk/quality-code/subject-benchmark-statements) (*where relevant*) |  |  |
| e) | Annual Review of Course (ARC) reports[[3]](#footnote-3) from the last 3 years |  |  |
| f) | External Examiner Reports (*including response from the department*) from the last 3 years |  |  |
| g) | Previous Periodic Review report (*department to provide update on progress against any conditions or recommendations and impact*) |  |  |
| h) | Professional, Statutory or Regulatory Body reports and responses, and any other specific requirements  (*please refer to* [*Box folder*](https://essexuniversity.box.com/s/mj3ldfikpisnmpbrpz3m0azmrx7bu4fh) *for information held by QUAD*) |  |  |
| i) | Teaching, learning and assessment overview |  |  |
| j) | Information provided to students (including relevant current student handbook(s), including the departmental handbooks, course handbooks, work-based learning, work placement or study abroad guidance/handbooks, assessment and marking criteria). *(QUAD can provide the core student handbooks)* |  |  |
| k) | PG Research documentation, including Milestone documents for all levels, information on research training, copy of Training Needs Analysis forms and examples of anonymised forms, copy of Supervisory Panel /forms and examples of anonymised forms. |  |  |

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| **3. Education Performance Data: Student Outcomes**  *Commentary on analysis and actions would be embedded in department’s reflective document* | | | |
| a) | Education Performance data summary (ARC summary) |  |  |
| b) | Progression and retention statistics |  |  |
| c) | Degree Outcomes |  |  |
| d) | For apprenticeships; End-point assessment outcomes and completion rates *(if apprenticeship under review, outcomes and completion rates should be requested from the Apprenticeships Hub)* |  |  |
| e) | Employability / Graduate outcomes |  |  |
| f) | Equality and diversity data |  |  |
| g) | Student survey results *(if apprenticeship under review, results from employer and annual apprentice survey results should be requested from the Apprenticeships Hub)* |  |  |
| **4. Information for Panel members** | | | |
| a) | An agenda for the initial and final meetings |  |  |
| b) | A list of panel members |  |  |
| c) | Guidance notes for panel members |  |  |
| d) | Travel information, campus maps and expenses form for the external and student panel members (if applicable) |  |  |
| **5. Supporting documentation – to be made available by the department on request**  *Please note, further information in addition to this list may also be requested by the Panel* | | | |
| a) | Up-to-date reading lists which clearly define required reading and recommended reading (*these may be embedded in student/course handbooks*) |  |  |
| b) | Existing subject related resources (*e.g., equipment lists, specialist spaces such as laboratories and studios, digital resources*) |  |  |

**Document review information**

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| Document owner | Quality and Academic Development Team |
| Document last reviewed by | Aminah Suhail, Quality and Academic Development Manager |
| Date last reviewed | July 2024 |
| Review frequency | Annually |

1. 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-1)
2. Where this document refers to ‘students’, this encompasses all learners, including students undertaking flexible or part-time study, and apprentices. [↑](#footnote-ref-2)
3. For UGT and 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-3)