|  |  |
| --- | --- |
| Institutional Review | A picture containing transport, wheel  Description automatically generated |
|  | |
| Partner Self-Evaluation Form | |

The Self-Evaluation Report (SER) provides an evaluation of the Partner Institution over the period under review, reflecting on the institution’s Higher Education operational management and quality assurance mechanisms and demonstrating how students continue to be provided with learning opportunities of an appropriate quality and standard.

The evaluation should draw upon a wide range of evidence including statistical data, from students, employers, and external examiners and any relevant Professional, Statutory or Regulatory Bodies (PSRBs) or other external review reports.

The report should cross-reference additional documentation provided and identify key themes for consideration at the review event. The purpose of the Self-Evaluation Form is to provide a brief overview of the proposed partnership.

1. **Key Information**

|  |  |
| --- | --- |
| **Name of institution:** | Click or tap here to enter text. |
| **Institutions registered address:** | Click or tap here to enter text. |
| **Institution’s key contact(s):** | Click or tap here to enter text. |
| **Date of self-evaluation:** | Click or tap here to enter text. |
| **Date of previous institutional review/alignment:** | Click or tap here to enter text. |

1. **Reviewing the Partnership**

|  |
| --- |
| **Introduction**  *Please provide an overarching summary of the period under review, including general progress and development of the institution, key events, achievements, and issues, including areas identified in the most recent institutional annual review report. Please also provide details of how any conditions or recommendations from the institutional validation or last institutional review were met.* |
| Click or tap here to enter text. |
| **Higher education learning, teaching and assessment:** *(please detail below)*  *Please provide details of the institution’s teaching and assessment strategy, including links to online information if applicable.* |
| Click or tap here to enter text. |
| **Institution’s operational management:** *(please detail below)*  *Please describe the institution’s mechanisms for the management and quality assurance of Higher Education provision including how the development, approval, monitoring and review of academic provision is managed.* |
| Click or tap here to enter text. |
| **Higher education staffing and staff development:** *(please detail below)*  *Please provide details of the approach taken by the institution to HE staff recruitment, induction, training, development and performance management for members of staff involved in the delivery or support of HE provision. Please outline the opportunities for staff to engage in scholarly activity and details of what has been undertaken.* |
| Click or tap here to enter text. |
| **Admissions, Enrolment and Induction**  *Please evaluate the student profile and entry criteria for the validated courses, making reference to student enrolment numbers. Please provide details of induction arrangements and changes made resulting from student feedback.* |
| Click or tap here to enter text. |
| **Student support:** *(please detail below)*  *Please outline the student support arrangements in place; consider the arrangements for students with specific protected characteristics. Information on protected characteristics is available here:* <https://www.gov.uk/discrimination-your-rights>  *Please also outline your institutions approach to the following:*   * *Student wellbeing support* * *Discrimination, harassment and/or victimisation* * *Student conduct*   *Please refer to the University of Essex equality and diversity policy for further information about the University’s approach:* <https://www.essex.ac.uk/information/equality-and-diversity/equality-and-diversity-policy-and-strategy> |
| Click or tap here to enter text. |
| **Student Progression, Retention and Achievement**  *Please evaluate student progression, retention and graduate destination data. Please comment on areas for development and actions taken or planned.* |
| Click or tap here to enter text. |
| **Student representation and feedback:** *(please detail below)*  *Please describe the arrangements in place to gain feedback from students and detail how this information is used.* |
| Click or tap here to enter text. |
| **Employer Engagement:** *(please detail below)*  *Please detail the impact and involvement of employers in the development and review of courses and the mechanisms in place for employer engagement. If courses include work placements or work-based learning please provide details of how these are managed.* |
| Click or tap here to enter text. |
| **Library provision:** *(please detail below)*  *Please include details of the library resources you have available for your students.*  *Consider the following:*   * *Physical library resources* * *Online library resources* * *Access to journals/e-journals* * *Library support services* |
| Click or tap here to enter text. |
| **IT provision:** *(please detail below)*  *Please include details of the IT resources you have available for your students.*  *Consider the following:*   * *IT Equipment and availability* * *E-learning facilities (i.e. Moodle)* * *Coursework submission software* * *Email domains for staff/students*   *Plagiarism detection software* |
| Click or tap here to enter text. |
| **Office accommodation and equipment:** *(please detail below)*  *Consider whether your current space is adequate for the delivery of additional courses and whether you will need to acquire additional equipment to satisfy course requirements.* |
| Click or tap here to enter text. |
| **Accuracy and completeness of published information:** *(please detail below)*  *Please outline the mechanisms in place to ensure the accuracy and completeness of the institution’s published information.* |
| Click or tap here to enter text. |
| **Key themes for consideration at the review event** |
| Click or tap here to enter text. |

Please submit this form to the Dean of Partnerships via the Partnerships Team: [partnerships@essex.ac.uk](mailto:partnerships@essex.ac.uk)

**Document review information**

|  |  |
| --- | --- |
| Document owner | Partnerships Team, University of Essex |
| Document author | Danny O’Missenden, Partnerships Manager (Development and Oversight) |
| Document last reviewed by | Danny O’Missenden, Partnerships Manager (Development and Oversight) |
| Date last reviewed on | February 2021 |
| Review frequency | Annually |