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| Periodic Review |  |
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| Periodic Review Documentation Checklist  |

The checklist below outlines the periodic review documentation requirements. The documentation from the Partner Institution should be provided to the Partnerships Team electronically via Box no later than **6 weeks** before the Periodic Review panel meeting date. A Box link will be provided separately by the Partnerships Team. Templates are available on the [Partnerships Team website](https://www.essex.ac.uk/information/university-partnerships/information-for-partners).

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| A. Course Documentation - provided by Partner Institution | Documents provided |
| 1. Reflective document[[1]](#footnote-1) provided by Course Team *(*see *Reflective Document template)*. The reflective document should cross-reference other documentation listed in the checklist (including Supporting Documentation), as appropriate.[[2]](#footnote-2)
 |[ ]
| 1. Summary of the courses under review (see *Details of Courses template*) List courses under review, indicating their current status[[3]](#footnote-3) and request for ongoing status.
 |[ ]
| 1. Programme Specification for each course being reviewed including programme structure. If the course operates in a non-standard format such as through online provision, or is offered part-time, or by credit accumulation, details should be provided.
 |[ ]
| 1. Module Maps – mapping exercise showing the relationship between the course and the module learning outcomes.
 |[ ]
| 1. All Module Outlines by level/stage (where applicable for PGR)

Each Module Outline should include:* information on each of the assessment component(s) for the module (format / weighting / which learning outcomes are covered by the task)
* up to date reading lists which clearly define required reading and recommended reading.
 |[ ]
| 1. Information provided to students (including relevant Student Handbooks, work-based learning, sandwich year, work placement or study abroad guidance/handbooks if applicable and assessment and marking criteria).
 |[ ]
| 1. Course level assessment schedule. An overarching tabulated summary of the assessment methods used for each module in the course, including for each module the weighting for each assessment component, the module learning outcomes covered by each assessment component and the timeframes for hand-in and submission deadlines.
 |[ ]
| 1. Postgraduate Research documentation (if applicable) PGR Additional Information (see template)
 |[ ]
| 1. A table summarising the proposed modifications to the course(s) under review (including proposed changes to modules, modes of study etc). Draft documents detailing the proposed changes (e.g. Module Outlines showing tracked changes) should be provided as Supporting Documentation (see section B.5).
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| B. Supporting Documentation (Appendices) – provided by Partner Institution | Documents provided |
| 1. Education Performance Data *(a summary of the data and commentary on analysis and actions taken in response to be included within the Reflective Document)*
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| * 1. Admissions, enrolment, and induction data, including entry profile data and enrolment numbers for the last 3 years.
 |[ ]
| * 1. Student progression, retention, achievement, degree outcomes and equality and diversity data for the last 3 years.
 |[ ]
| * 1. Employability/Graduate Outcomes
 |[ ]
| * 1. Student Feedback including NSS, internal student feedback mechanisms (module evaluation and Student Voice Committees).
 |[ ]
| 1. Professional Statutory and Regulatory Body (PSRB) reports and Course Team’s responses and any other specific requirements.
 |[ ]
| 1. Current relevant [QAA Benchmark Statements](https://www.qaa.ac.uk/quality-code/subject-benchmark-statements).
 |[ ]
| 1. Current staffing (including staff CVs/online profiles outlining relevant qualifications, current and recent positions held and relevant publications and scholarly activity).
 |[ ]
| 1. Draft documents (e.g., Module Outlines showing tracked changes) outlining proposed modifications to the course(s) under review (see section A.9).
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| Documentation - provided by the Partnerships Team | Documents provided |
| 1. Agenda for Panel meetings, list of panel members and guidance notes.
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| 1. Previous new course approval or periodic review report (follow-up actions taken by the course team will be provided as part of the Reflective Document).
 |[ ]
| 1. Annual Review of Course reports[[4]](#footnote-4) from the last 3 years.
 |[ ]
| 1. External Examiner Reports and Course Team’s responses from the last 3 years.
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**Document review information**

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| Document owner | Partnerships Team, University of Essex |
| Document author | Danny O’Missenden, Partnerships Manager (Development and Oversight) |
| Document last reviewed by | Dawn Mott, Partnerships Manager (Development and Oversight) |
| Date last reviewed on | February 2022 |
| Review frequency | Annually |

1. Please note that 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 the courses under review. [↑](#footnote-ref-1)
2. Where the Reflective Document refers to Course or Supporting Documentation, these documents should be referred to by name as presented in the document list within the Reflective Document. [↑](#footnote-ref-2)
3. 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-3)
4. For Undergraduate Taught (UG) and Postgraduate Taught (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-4)