University of Worcester

Periodic Review: **Documentation Required**

Evidence/Documentation supplied by the Department:
- EDD
- A sample* (negotiated by AQU) of:
  - Course Handbook/s
  - Module Outlines
  - Module Specifications
  - WBL Handbooks
  - Course Committee meetings
- Reports from any PSRB visits or other external quality reports
- A list of all major programme modifications undertaken since the previous periodic review.
- All of the most recent Annual Evaluation Report (AER) for all courses in the Department

Evidence/Documentation provided by the Academic Quality Unit:
- A list of all awards in current approval including collaborative provision, differentiated by:
  - Programmes which are subject to continuing approval;
  - Programmes with current students for which the Department is undertaking phased closure.
- Programme specifications for all current provision.
- Summary of Periodic Review Outcomes and one year follow up reports for the Department
- Summary of outcomes of external examiner reports for all programmes and any relevant reports of professional bodies.
- UWSS and NSS results for the last 3 years
- Briefing paper**

Data supplied by the Data Management Unit:
- Student recruitment, achievement, retention, progression and award data for all programmes from the last three academic years, to include module first-time pass rates.
- Graduate employment data for the Department (Destinations of Leavers from Higher Education survey) for the last three years

*Sample based on:
- Cumulative change
- Courses identified as requiring additional support through the AER
- Sample size minimum of 3 and up to 5

**Briefing paper to include:
- List of courses for which the Department is responsible and link to all Programme Specifications
- Periodic Review process, timeline and organisational arrangements
- Summary of outcomes from last periodic reviews for courses within the Department
- Summary of EE Report outcomes for courses within the Department
- Dashboard information for all courses (recruitment, retention, completion etc)
- CES and NSS or other survey results etc. and summary of module evaluations