

Departmental 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
* Through the life-time of the Learning and Teaching Strategy 2020-25, embedding the University graduate attributes will be an explicit matter for discussion at Departmental Reviews.   Departments will be expected to present to the Panel their current approach to developing graduate attributes, and their plans for further development.

# 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