**PARTNER INSTITUTION**

**INSTITUTIONAL ANNUAL REVIEW**

The institutional annual report provides an opportunity for the Partner Institution to reflect on the institution’s Higher Education operational management and quality assurance mechanisms, and demonstrate how students continue to be provided with learning opportunities of an appropriate quality and standard.

The annual review should draw upon a wide range of evidence including statistical data, student feedback and representation, employers and external examiners, and any relevant Professional, Statutory or Regulatory Bodies (PSRBs) or other external review reports. Key documents/data which support the annual review should be cross referenced in each section.

***SUBMISSION DEADLINE: By noon on Wednesday 31 January 2024****.*

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| **Partner Institution:** |  |
| **Date of report:** |  |
| **Prepared by:** |  |
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| 1. **Introduction**   Please provide an overarching summary of the period under review, including general progress and development of the institution, key events, areas of good practice 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. | |
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| **Key documents/data:** | |
| 1. **Higher Education Strategy**   Please provide details of the institution’s Higher Education strategy, reflecting on how this aligns with the University’s [Strategic Plan](https://www.essex.ac.uk/governance-and-strategy/university-strategy)  and [Education Strategy](https://www.essex.ac.uk/staff/governance/university-strategic-plan). Please also include details of the impact of any relevant internal and external factors, including the University’s Curriculum Review and Partnership Performance Indicators (as appropriate). If applicable, please set out plans for new courses or the discontinuation of existing courses for the next academic year. | |
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| **Key documents/data:** | |
| 1. **Validations and Periodic Reviews**   In considering centre/school responses to, or ongoing action in respect of, course level Periodic Review and/or Validation activity, please comment on the following areas:   * The key themes emerging from Periodic Reviews and/or Validations (Please attach in the appendix the list of recommendations, conditions and commendations). * The institution’s response to ongoing themes emerging from Validation and Periodic Review commendations, recommendations and conditions. * How the institution encourages effective engagement with Periodic Reviews and/or validations.   How the institution encourages timely, appropriate responses to Periodic Reviews and/or Validations which lead to approval within initial deadlines set by relevant panels. | |
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| **Key documents/data:** | |
| 1. **Operational Management**   Please describe the internal mechanisms for the management and quality assurance of Higher Education (HE) provision, including engagement with the [QAA UK Quality Code for HE](http://www.qaa.ac.uk) and how the development, approval, monitoring and review of academic provision is managed. Please provide details of the HE policies and procedures in place and how these map to the University’s policies and procedures. Please outline the key HE academic / managerial and professional services staffing roles and the reporting structures in place, including the liaison points with the University. Also outline any key issues in relation to staffing that have arisen during the year under review (for example staffing restructures or significant periods of staff absence) and, where appropriate action taken to maintain the quality of the student experience. | |
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| **Key documents/data:** | |
| 1. **Learning, Teaching and Assessment**   Please provide details of the teaching and assessment strategy, including the variety of methods used, the timeliness of feedback to students and how comments from External Examiners are considered and incorporated. | |
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| **Key documents/data:** | |
| 1. **Learning Resources** 2. Please outline the learning resources provided, including staffing, teaching accommodation, Library, IT and the virtual learning environment. Please provide evidence of levels of student satisfaction with available learning resources. | |
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| **Key documents/data:** | |
| 1. Please provide details of annual library expenditure on HE level learning resources in relation to full time equivalent student numbers. | |
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| **Key documents/data:** | |
| 1. **Admissions, Enrolment and Induction**   Please summarise the student profile and entry criteria for the validated courses, referring to student enrolment numbers. Please provide details of induction arrangements and changes made resulting from student feedback. | |
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| **Key documents/data:** | |
| 1. **Student Progression, Retention and Achievement**   Please summarise student progression, retention and graduate destination data. Please comment on areas for development and actions taken or planned. | |
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| **Key documents/data:** | |
| 1. **Higher Education Staffing and Staff Development** 2. Please provide details of the approach taken to HE staff recruitment, induction, training, professional development and performance management for members of staff involved in the delivery or support of HE provision. | |
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| 1. **Research and scholarship**   Please outline the opportunities for staff to engage in scholarly activity and details of what has been undertaken. Please explain the impact that scholarly activity and research has had on curriculum design at an institutional level. | |
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| **Key documents/data:** | |
| 1. **Student Support**   Please outline the student support arrangements in place and evaluate their effectiveness. Please comment on the management of equality and diversity. | |
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| **Key documents/data:** | |
| 1. **Student Representation and Feedback**   Please describe the arrangements in place to gain feedback from students, including course committees, student forums and representation on institutional committees. Please reflect on the outcomes of internal or external student satisfaction surveys and the actions taken to address issues raised. | |
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| **Key documents/data:** | |
| 1. **Employer Engagement**   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 from an institutional perspective. | |
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| **Key documents/data:** | |
| 1. **Baseline Regulatory Requirements**   Please outline how baseline regulatory requirements such as the CMA, OIA,FHQE, course changes and closures and the HE Code of Governance are addressed and implemented at an institutional level | |
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| **Key documents/data:** | |
| 1. **Accuracy and completeness of Published Information**   Please outline the mechanisms in place to ensure the accuracy and completeness of published information, including liaison with the University of Essex. | |
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| **Key documents/data:** | |
| 1. **Key themes for consideration over the coming academic year.** | |
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