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| Institutional Alignment |  |
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| Institutional Alignment Documentation Checklist | |

The checklist below outlines the institutional documentation for the partner institution alignment event. The documentation will be sent electronically to members of the institutional alignment panel prior to the event.

# Institutional Documentation

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| Documentation to be provided | Documents provided |
| 1. Institutions mission statement and operational plan |  |
| 1. Institutions Higher Education Strategy, including Learning, Teaching and Assessment strategy |  |
| 1. List of HE courses offered by the institution, including student numbers for the past 3 years broken down to show the number of applicants and the number of students admitted. Student retention, progression and achievement data for the past 3 years, by course and year of study. |  |
| 1. Prospectus and other relevant publicity material |  |
| 1. Organisational chart |  |
| 1. Details of key higher education staffing roles relating to the partnership and their contact details |  |
| 1. Details of higher education committee structures (or equivalent); including membership and terms of reference |  |
| 1. Sample HE student and staff handbooks |  |
| 1. Information on the proposed language of instruction and assessment for any programmes to be delivered under the arrangement (international proposals only) |  |
| 1. Complaints policy/procedure |  |
| 1. Equality and Diversity policy/procedure and Disability statement |  |
| 1. HE Staff recruitment and selection policy/procedure |  |
| 1. CVs for all HE academic staff - full and part-time (outlining relevant qualifications, current and recent positions held, and relevant publications – maximum three sides of A4 paper) |  |
| 1. Staff Development policy/procedure including staff appraisal scheme |  |
| 1. Student entry profiles (including gender, age, ethnic origin, disability and highest qualification on entry) |  |
| 1. Information on the destination of graduates (employment, further training) |  |
| 1. Details of student record system |  |
| 1. Examples of student transcripts (if to be produced by the Partner Institution) |  |
| 1. External review reports, such as QAA, HEFCE, Ofsted or PSRB reports |  |
| 1. External examiner reports and associated correspondence |  |
| 1. Student feedback policy/procedure and student satisfaction data |  |
| 1. Information on links with employers |  |

**Document review information**

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