**PARTNER INSTITUTION**

**INSTITUTIONAL REVIEW DOCUMENTATION CHECKLIST**

The checklist below outlines the Institutional Review documentation requirements. The documentation from the Partner Institution should be provided to the Partnerships Team electronically **no later than 4 weeks** before the Institutional Review date.

The Institutional Review documentation, comprising of the documentation supplied by the Partner Institution and the University will be sent electronically to members of the Institutional Review Panel no later than 3 weeks before the event.

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| **Documents provided by the Partnerships Team,**  **University of Essex** | | |
| a) | An agenda for the Institutional Review event | |
| b) | A list of panel members | |
| c) | An evaluation report by the University on the operation of the partnership | |
| d) | **Last Institutional Review report**, including responses to conditions and/or recommendations. | |
| e) | Briefing pack and guidance notes for panel members | |
| f) | Travel information, campus maps and expenses forms for the external and student panel members | |
| **Documentation to be provided by the Partner Institution** | | **Documents attached** |
|  | **Self-evaluation report** (SER) provided by the Partner Institution ***(see Self-evaluation report template)*.** The report will provide an evaluation of the partnership over the period under review and should cross-reference other documentation listed in the checklist, as appropriate. |  |
|  | **Institutional HE strategy** and details of how this aligns with the University’s strategic plan and education strategy[[1]](#footnote-1). |  |
|  | Most recent **Institutional annual review report** (if applicable). |  |
|  | Data from **Partnership Performance Indicators** over the last 2 years (if applicable). |  |
|  | **Organisational Charts** and details of key **Higher Education staffing roles.** |  |
|  | Details of **Institutional** **internal Higher Education committee structures,** including membership, terms of reference and minutes for the last academic year.[[2]](#footnote-2) |  |
|  | **Institutional Higher Education policies and procedures** mapped to the University’s policies and procedures.  *(Mapping template attached – see pages 3-15.)* |  |
|  | **Institutional academic development, approval, monitoring and review procedures** and details of how these align with the University’s procedures. |  |
|  | **Last QAA report**, including Action Plan |  |
|  | **Engagement with the QAA UK Quality Code**[[3]](#footnote-3) **and HEFCE Annual Monitoring** process, including Quality Code mapping documents and action plans, as appropriate. |  |
|  | **Institutional** **Higher Education learning, teaching and assessment strategy.** |  |
|  | **Higher Education admissions, enrolment and induction information,** including entry profile data, relevant induction arrangements and procedures and enrolment numbers for the last 3 years. |  |
|  | **Student progression, retention, achievement and graduate destinations data** for the last 3 years, for courses covered by the partnership. |  |
|  | **Higher Education staff development activity,** including engagement with scholarly activity. |  |
|  | Details of **Student Support services**, including links to relevant academic support, general advice and assistance and careers guidance information. |  |
|  | **Equality and diversity** information and policy (including evidence of how the needs of disabled students are addressed). |  |
|  | Evidence of **student representation and feedback**, including course committee minutes, or notes from student forums for the last academic year. |  |
|  | **Student satisfaction data** for the last 3 years. |  |
|  | Evidence of **employer engagement** if applicable (eg: minutes from employer forums for the last academic year). |  |
|  | Details of **work placement and work based learning**, if applicable, including relevant policies and procedures and placement handbooks. |  |
|  | Current **student handbook** and **staff handbook,** or links to relevant information. |  |

**University of Essex**

**[Name of Partner Institution]**

MAPPING OF PARTNER INSTITUTION’S POLICIES AND PROCEDURES TO

An A-Z of University policies is available at <http://www.essex.ac.uk/about/governance/policies/default.aspx>. Not all of these are applicable to [name of partner institution] students but this is a useful link for finding those that do apply.

| **Policy/procedure/process** | **University of Essex policy/procedure** | **[Name of Partner Institution]’s approach to implementing University of Essex policy/procedures and relevant documents** |
| --- | --- | --- |
| **Course Structures** | | |
| Outline approval for new courses | To request the initial approval to proceed to introduce new programme of study.   * Available at:   <http://www.essex.ac.uk/partners/existing/default.aspx> |  |
| New site of delivery | To request the initial approval to proceed to introduce a new site of delivery for a programme.   * Available at:   <http://www.essex.ac.uk/partners/documents/new-site-validation.pdf>  New site of delivery approval form available on website as word document  <http://www.essex.ac.uk/partners/existing/default.aspx> |  |
| Programme specifications | Description of the programme, including the aims, learning outcomes and programme structure   * Available at:   <http://www.essex.ac.uk/quality/course_design_approval_and_modifications/new_courses_pages/prog_specs.asp> |  |
| Module outlines | A description of each module, including the learning outcomes, a breakdown of assessment and reading lists   * University has a template available as a word template on request |  |
| Module maps | A grid showing how each module contributes towards the programme learning outcomes   * Available at:   <http://www.essex.ac.uk/quality/course_design_approval_and_modifications/new_courses_pages/prog_specs.asp> |  |
| Student handbook and guides | * University has 3 key handbooks for students:  1. Your Campus Guide 2. The Rulebook 3. Departmental Student Handbook   Link to student handbooks:  <http://www.essex.ac.uk/students/study-resources/handbooks/default.aspx>  Example of UG Department of Law Handbook:  <http://www.essex.ac.uk/law/documents/ug-handbook.pdf>  Example PGT Centre for Psychoanalytic Studies Handbook:  <https://www.essex.ac.uk/cps/current-students/documents/prof-doc-handbook-14-15.pdf> |  |
| **Marketing** | | |
| Marketing materials | Updates to the Colchester Institute website, promotional and publicity materials   * The University will not be operationally responsible for marketing, recruitment or admissions for the College but will provide guidance on aspects to support the partnership. * Regular reviews and updates to be undertaken of the College’s promotion and marketing including prospectuses. * Essex brand guidance and toolkit available at:   <http://www.essex.ac.uk/brand> |  |
| **Course Entry** | | |
| Admissions policy | * UG and PG Admissions Policies   <http://www.essex.ac.uk/quality/university_policies/Admissions/default.asp> |  |
| Accreditation of Prior Learning (AP(E)L) | * Consideration of students receiving credit for prior learning. Policy and procedure outlined:   <http://www.essex.ac.uk/quality/university_policies/ap(E)L/default.asp>   * APEL request needs to be submitted to the University for approval by the Dean / Associate Dean of Academic Partnerships. |  |
| Reuse of Credit | * Policy outlining the reuse of credit:   <https://www.essex.ac.uk/quality/Documents/university_policies/APEL_re-use_of_credit.pdf> |  |
| Special syllabus request | * To request a syllabus outside the validated programme for individual students or small groups of students. * Special syllabus request forms for partners:   <http://www.essex.ac.uk/partners/existing/default.aspx> |  |
| **Registration** | | |
| Student Charter | * Link to University’s student charter:   <http://www.essex.ac.uk/students/experience/charter/> |  |
| Student Registration / student records | * Colchester Institute students are registered by the College and not the University. |  |
| Student Names Policy | * The student’s legal name (as listed on their passport) will be the name used on their registration record and award certificate upon graduation. * Student Names Policy:   <https://www.essex.ac.uk/students/course-admin/documents/student-names-policy.pdf> |  |
| Data protection and confidentiality | * Essex’s Data Protection Policy available at:   <http://www.essex.ac.uk/records_management/policies/data_protection_policy.aspx>   * This sets out how data for students studying with partner institutions is held * Privacy Policy:   <https://www.essex.ac.uk/site/privacy_policy.aspx> |  |
| Equality and diversity policy | * Available at:   <http://www.essex.ac.uk/equality/strategy.aspx> |  |
| Students changing programmes | * General advice on changing course:   <http://www.essex.ac.uk/students/course-admin/changing-course.aspx> |  |
| Intermission | Students wishing to temporarily withdraw/take a leave of absence   * Regulations relating to Registration (see 5.18):   <http://www.essex.ac.uk/academic/docs/regs/reg.shtm#int>   * UG and PGT:   <http://www.essex.ac.uk/students/course-admin/intermission.aspx>  Intermission requests are approved by the College in normal circumstances unless a student is requesting an additional year of intermission and this then needs to be submitted to the University in writing for approval by the Dean or Associate Dean. |  |
| Withdrawal | Students wishing to permanently leave their programme and institution   * Explanation of process:   <http://www.essex.ac.uk/students/course-admin/withdrawing.aspx>   * The University does not need to be informed if a student withdraws. |  |
| Code of Conduct (Discipline) | * Code of Student Conduct:   <http://www.essex.ac.uk/academic/docs/regs/conduct.shtm>   * The University policy explicitly states that it does not apply to students studying at a partner institution |  |
| Fitness to Practise | * Fitness to Practise Procedure   <http://www.essex.ac.uk/about/governance/documents/policies/procedures-fitness-to-practise.pdf> |  |
| Codes of Practice for Higher Degrees (Taught and Research) | * Code of Practice for Higher Degrees (Taught and Research)   <https://www.essex.ac.uk/about/governance/regulations/codes-higher.aspx> |  |
| University Regulations | * General regulations   <http://www.essex.ac.uk/about/governance/regulations/default.aspx>   * Regulations for Higher Degrees (Taught and Research)   <https://www.essex.ac.uk/about/governance/regulations/regulations-higher.aspx> |  |
| **Assessment, progression and outcomes** | | |
| Rules of Assessment | The rules, principles and frameworks used to calculate course progression and final results   * All students studying towards University of Essex degree programmes will have their assessment and outcomes determined in line with the published Rules of Assessment      * All decisions will be made at an Exam Board chaired by the University of Essex * UG RoA   <http://www.essex.ac.uk/students/exams-and-coursework/ppg/ug/default.aspx>   * PGT RoA:   <http://www.essex.ac.uk/students/exams-and-coursework/ppg/pgt/assess-rules.aspx> |  |
| Coursework deadlines and late submission | * There are 3 options for managing the late submission of coursework for undergraduate / postgraduate students. * Essex policy:   <http://www.essex.ac.uk/students/exams-and-coursework/late-submission.aspx>   * In each case it is possible to permit the approval of an extension, ahead of the deadline. * If a student is unable to hand in coursework by the deadline, due to reasons beyond their control they can apply for this to be considered under the extenuating circumstances policy, if they meet the criteria. |  |
| Notification of absence from teaching | * Policy for notifying absence from lessons:   <http://www.essex.ac.uk/academic/docs/regs/absence.shtm> |  |
| Progress and attendance monitoring | * Progress and Attendance monitoring for taught course:   <http://www.essex.ac.uk/about/governance/policies/taught-progress-appeals.aspx> |  |
| Assessment policies | * UG and PGT policies available at:   <http://www.essex.ac.uk/quality/Documents/university_policies/ASSESSMENTPOLICIES_june%20_15.pdf> |  |
| Examinations/coursework | * Departments set exam papers and coursework questions and these are moderated by the external examiner for the course. |  |
| Marking Policy | * Marking policy for UG and PGT available at:   <http://www.essex.ac.uk/quality/university_policies/examination_and_assessment/marking_policy/default.asp> |  |
| Academic offences procedures | * Available at:   <http://www.essex.ac.uk/about/governance/policies/academic-offences.aspx>  <http://www.essex.ac.uk/academic/docs/regs/offpro.shtm> |  |
| Extenuating circumstances | Guidelines affecting students who feel they have performed less well for reasons out of their control.   * Available at:   <http://www.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx>   * Students should particularly note Section A: What does the University define as Extenuating Circumstances and Section F: What circumstances are not taken into account * All Extenuating Circumstances should be held and will be considered at the next Pre-Board meeting, ahead of the Exam Board |  |
| Exam Boards | Where decisions are made on student progression and awards.   * Guidance on these is contained within University assessment policies   <http://www.essex.ac.uk/quality/Documents/university_policies/ASSESSMENTPOLICIES_june%20_15.pdf>   * Exam boards are chaired by senior member of staff from Essex |  |
| Appeals | * Appeals Procedure for UG   <http://www.essex.ac.uk/students/exams-and-coursework/ppg/ug/appeals.aspx>   * Appeals Procedure for PGT:   <http://www.essex.ac.uk/students/exams-and-coursework/ppg/pgt/default.aspx>     * All students are able to appeal the decision of the Exam Board or Progress Committee or Academic Offences Committee, directly to the University, in line with the Appeals procedures, if they meet the specified criteria. * Foundation, First or Second year UG students can consult with the Dean prior to making a formal Appeal if they wish. * Appeals should be sent to the Student Appeals Conduct and Complaints Office (SACCO) at the University |  |
| Complaints procedure | * Available at:   <http://www.essex.ac.uk/about/governance/policies/complaints.aspx> |  |
| Award Certificates and Academic Transcripts | Produces transcripts and certificates for University students and certificates for Partner institution students. |  |
| **Ongoing reviews** | | |
| Course/module variation | * To request a change to a validated provision, including introduction of new modules and ceasing to run existing modules.   <http://www.essex.ac.uk/partners/existing/default.aspx> |  |
| Course/module suspension/discontinuation | * To request course suspension or discontinuation:   <http://www.essex.ac.uk/partners/existing/default.aspx> |  |
| External Examiners | * Explanation of roles, guidelines, and forms relating to EEs:   <http://www.essex.ac.uk/quality/external_examiners/default.asp>   * External Examiners are appointed by the University * University procedures will apply * Reports are received annually from the External Examiner by Essex and forwarded to the College for a response |  |
| Annual Monitoring | Annual Review of Courses (ARC) brings together in one place a concise summary of all developmental activity undertaken and planned by a department in relation to a course/group of courses   * Guidance and templates for Annual Review of Courses for all taught courses:   <http://www.essex.ac.uk/partners/existing/default.aspx>   * Guidance and templates for the Institutional Annual Review:   <http://www.essex.ac.uk/partners/existing/default.aspx> |  |
| Validations | * Guidance checklists for validation   <http://www.essex.ac.uk/partners/existing/default.aspx> |  |
| Periodic Reviews | * Guidance checklists for periodic reviews:   <http://www.essex.ac.uk/partners/existing/default.aspx> |  |
| Module Evaluation Process | Student Assessment of Modules and Teaching Policy:  <https://www.essex.ac.uk/quality/student_representation/samt.htm> |  |
| Peer Review | * Peer Review of Teaching Policy – see section B part 3 of link   <http://www.essex.ac.uk/quality/Documents/academic_policy/Autumn_201415.pdf>   * The three elements of the Policy on the Peer Review of Teaching are: * All academic staff engaged in teaching will conduct a form of peer review every two years and this will be monitored by Departments and Faculties. * Departments will create a framework appropriate to their needs to support academic staff engaged in teaching to reflect on their teaching practice. This will include: who is to conduct peer review and how it is to be conducted and recorded. * Good practice will be recorded and disseminated within Departments, Faculties and beyond, remaining anonymous throughout the process. |  |
| Curriculum Review | * The aim of the Curriculum Review was to look at what the University and its Partners taught, how it was taught and how it was assessed. * Completion of a Curriculum Review plan and progress report – ( click on monitoring and review and go to forms)   <http://www.essex.ac.uk/partners/existing/default.aspx> |  |
| Student Satisfaction | * The University conducts the following student satisfaction surveys: * NSS for final year undergraduate students * Internal student survey for all other UG students * Module evaluations * Postgraduate Taught Experience Survey (PTES) for PG students |  |

1. <http://www.essex.ac.uk/about/strategy/> [↑](#footnote-ref-1)
2. Where a particular committee meeting is duplicated across multiple Schools/Departments or courses (e.g. Staff Student Liaison Committees), please only include the Minutes from the past academic year for a particular School/Department or a particular course within the Review Documentation; this will limit the amount of documentation whilst still enabling the Review Panel to see how actions are tracked throughout the academic year. Please ensure that all other Minutes are available on the day of the Review event in case the Panel wish to refer to specific Minutes which were not included within the Review Documentation. [↑](#footnote-ref-2)
3. http://www.qaa.ac.uk [↑](#footnote-ref-3)