**Summary of the quality assurance/enhancement activities within the department**

This template is provided as an example layout and content for the summary of quality assurance/enhancement activities within the department. This is an accompaniment to the Reflective Document (see separate template and guidance). Please remove blue text once document is complete.

This summary should be submitted to Quality and Academic Development (quad@essex.ac.uk) 6 weeks before stage 1 initial Panel meetings, along with the other documentation from the department for the periodic review.

**Quality Assurance and Enhancement Activities in the [Name of School/Department]**

## Department level structures in place

This can be provided as a written narrative, or using a table as suggested below. In either case this should include an overview of department committees/groups that support academic standards and quality, including Student Voice Groups and covering all levels of provision under review, and should indicate how these committees/groups in the department feed into wider University committees.

|  |  |  |
| --- | --- | --- |
| **Committee or group** | **Purpose and remit, including where this group feeds into another in or outside the Department** | **Frequency of meeting** |
| *E.g., Student Voice Groups (SVGs)* | *E.g., held to facilitate greater communication between students and academic staff, to identify areas of concern to students and/or staff and to assist student input at all levels of decision making. SVGs also disseminate examples of good practice within the department and promote engagement of student participation in quality assurance and enhancement. SVGs feed into other quality assurance and enhancement mechanisms; for instance, consultation with students on Annual Review of Courses reports, External Examiner reports, satisfaction survey outcomes and student module feedback and new and revised programme developments (if any).* | *E.g., three times a year* |
|  |  |  |

## Mechanisms for monitoring, review and enhancement

This can also be provided as a written narrative, or using a table as suggested below. This should detail the mechanisms and evidence of systematic monitoring, review, and enhancement of quality, and for sharing good practice. Particular examples or case studies of good practice or of changes in the Department arising from student feedback should be shared in the Reflective Document under the appropriate section.

|  |  |  |
| --- | --- | --- |
| **Activity** | **Purpose and summary** | **Frequency of the activity** |
| *E.g., Annual Review of Courses* | *E.g., To provide a reflection on courses at each level of provision annually, identifying and action planning for the year ahead. They also identify good practice and lessons learned, and include details on how the department has acted on external and student feedback.*  | *E.g., one report submitted once per year for each level of provision, in November for UG and in February for PGT and PGR.* |
|  |  |  |

**Document review information**

|  |  |
| --- | --- |
| Document owner | Quality and Academic Development Team |
| Document last reviewed by | Aminah Suhail, Quality and Academic Development Manager |
| Date last reviewed | August 2023 |
| Review frequency | Annually |