

Periodic School Review: Supporting documentary requirements

1. Introduction

- 1.1 In order for the panel to come to their judgements, the School is required to provide access to a set of relevant documents. None of these documents should need to be written specifically for the review; it is the University's expectation that they are all part of the BAU of the School and would be available at any point within a five year review cycle. The evidence map provided by the School helps the panel by indicating which documents provide specific evidence for the review expectations.
- 1.2 Access to documents can be arranged either by providing read access to the panel of the School's shared drive OR by providing the documents by a secure shareable means. Irrespective of how access is achieved, the documents and evidence map should be available to the panel at least 10 weeks prior to the review event.
- 1.3 The scoping meeting should be used to discuss how the School plans to make the documentation available and the practicalities that need to be considered in order that the panel can easily find their way through the evidence.
- 1.4 The documents provided should represent *current* plans and strategies. For reports and committee papers, these should include documentation relating to the *last full three years*, unless otherwise specified.

Category	Indicative documents
Strategic and School level Plans, Reports and Registers	Academic Plans (where available) School academic plans (or former equivalents) School-level analysis/plans to address outcomes of student surveys Success for All action plan Periodic Course Review Schedule Foundation Degree register Any other relevant reports/plans
School Committees	School Executive minutes School Academic Standards and Quality Committee (SASQC) minutes School Student Forum minutes Any other relevant committee/working groups for example: SASQC working groups, or Learning and Teaching committee, or apprenticeships group.
School Strategies, Policies and Guidance to staff and students (for course level requirements, see below)	Assessment and feedback (including mechanism for monitoring and recording 3 week turn-around) Marking and moderation Periodic Course review Currency and course health Engagement and attendance Student induction Student evaluation Student placements Work-based learning and employability Student support Career education and guidance Boards of Examiners information and guidance Additional School strategies and guidance related to quality management and enhancement as applicable, for example: <ul style="list-style-type: none"> • eLearning • Guidance for students on ethical research • Apprenticeships • Research-informed teaching

Staff Development

Staff development policy and record

Staff development event information including course leader events

Peer review and peer observation outcomes

Staff research information

Staff induction policy

Record of staff acting as external examiners at other institutions

Any other staff development activity, which might include for example, information about the induction and development of hourly paid lecturers

Collaborative provision

Collaborative strategy

Withdrawal and teach-out documentation (where applicable)

Monitoring and approval of marketing and publicity

Staff development for NTU and collaborative partner staff

Any other relevant documentation, for example, specific quality management processes for collaborative provision

Course information

Full list of all current courses with student numbers. A list of NTU Online Workspace (NOW) learning room codes.

Information for each course:

Course specification (current)

Course operational document

Course development plan, and notes of periodic course review meeting

Course change forms (where applicable)

Interim Course Report

External examiner reports and course responses

Course committee agendas and minutes

Staff-student liaison (where applicable)

Current course handbook (plus, where relevant information for students about specific aspects of the course, for example option choices, study abroad, exchange, placement)

Example marking grids/matrices

Moderation arrangements

Arrangements for tutorials

Current Placement specifications (where applicable)

PSRB reports (where applicable)

Employer forum minutes (where applicable)

	Apprenticeship visit reports
	Examination Board Minutes (Up to a maximum of 6 courses, as specifically requested by Review Manager)
	And additionally for School based collaborative provision:
	Current centre document
	Current Collaborative Operational Document
	Collaborative Academic Lead visit reports
	Legal agreements, including Advanced Standing Agreements and Foundation Award Articulation Agreements
	Review documentation
	PSRB reports (where applicable)
Additional documents	Any other documentation that might be useful to the panel
Work in progress	Any work in progress that you wish to draw attention to

Policy owner
CADQ

Change history			
<i>Version:</i>	<i>Approval date:</i>	<i>Implementation date:</i>	<i>Nature of significant revisions:</i>
Sept 2016	30.09.16	01.10.16	Routine updating only
Sept 2017	12.09.17	01.10.17	Changes to file submission requirements and file naming conventions
Sept 2018	12.09.18	01.10.18	Additions to and removals from the evidence request list
Sept 2019	11.09.19	01.10.19	None
Oct 2019	23.10.19	23.10.19	Removal for reference to SRAD and replacement with Scene Setting document and Evidence Map Change in title and supplement number and removal of reference to electronic repository
Sept 2020	16.09.20	01.10.20	None

Equality Analysis		
<i>Version:</i>	<i>EA date:</i>	<i>Completed by:</i>
Sept 2016	20.07.16	CADQ