

Periodic Departmental Review Documents Checklist

The review is based on existing documentation which is collected at least 3 months in advance in order to provide the Head of Department/School with a full set of documentation prior to writing the Overview Report. The Report, together with the documentation, is sent to the panel members not later than 6 weeks ahead of the review in order to give them adequate time to read through the material and send their preliminary comments to the Chair before the Review meeting.

There is only one document produced for the purpose of the review, which is the Departmental Overview (item 1). As panel members are given the choice of receiving the documentation in electronic or hard copy, the Department/School is asked to provide copies of some documentation in both formats as detailed below.

No.	Document	Responsibility to Provide	Supply form (Electronic or Hard copy)	Deadline	Core or background reading for PDR Panel (<i>for PDR Panel use only</i>)
1.	Departmental Overview (see Guidelines below)	Department/School + Academic Quality and Policy	Electronic and 5 hard copies	6 weeks in advance	Core
INFORMATION ON ACADEMIC PROGRAMMES/ PROVISION					
2.	Handbooks (see Guidelines below)	Department/School	Electronic and 5 hard copies	At least 3 months in advance	Background
3.	Programme Specifications for all UG, PGT and Research Degrees (e.g. MA/ MSc by Research or professional doctoral programmes)	Academic Quality and Policy	Electronic and 5 hard copies	At least 3 months in advance	Core
4.	Course Specifications for all UG and PGT courses	Department/School	Only Electronic	At least 3 months in advance	Core
5.	A few representative examples of student work from the previous year. (see Guidelines below)	Department/School	Only original hard copies	2-3 days in advance and available at the review itself	Core

6.	Sample/indicative timetables for UG (all years)	Department/School	Electronic and 5 hard copies	At least 3 months in advance	Core
7.	UG, PGT & PGR Annual Review Reports for the last two years, including visiting examiners' reports and departmental responses, together with departmental faculty scrutiny reports and the faculty overview reports	Academic Quality and Policy	Electronic and 5 hard copies	At least 3 months in advance	Core
8.	Statistical data on student profiles, progress and achievement for the last five years, across UG and PGT programmes.	Academic Quality and Policy	Only Electronic	At least 3 months in advance	Background
9.	Reports of the number of academic appeals, student assessment offences, and suspensions of regulations sought by the Department/ School, benchmarked against Faculty and College norms.	Academic Quality and Policy	Electronic and 5 hard copies	At least 3 months in advance	Core
10.	Information on graduate destinations – panel members to be given login details for the DLHE website. <i>The Department/School is welcome to provide any supplementary information it may have.</i>	Academic Quality and Policy/ Department or School	Provide link and log-in details	At least 3 months in advance	Background
11.	Student feedback surveys such as the NSS results summary and analysis	Academic Quality and Policy/ Strategic Planning and Change	Electronic and 5 hard copies	At least 3 months in advance	Core
12.	Postgraduate Taught and Postgraduate Research Experience Survey	Academic Quality and Policy/ Strategic Planning and Change	Only Electronic	At least 3 months in advance	Core
13.	KIS data and competitor analysis	Academic Quality and Policy/ Strategic Planning and Change	Electronic and 5 hard copies	At least 3 months in advance	Core
14.	List of current course units and degree programmes with student numbers from the last three years	Academic Quality and Policy	Electronic and 5 hard copies	At least 3 months in advance	Core (can be included as part of Overview)
15.	Full list of degree programmes on offer with the date of the most recent major (re)validation where known, and the extent of programme amendments over the last three years	Academic Quality and Policy	Electronic and 5 hard copies	At least 3 months in advance	Core (can be included as part of Overview)

16.	Moodle login information	Academic Quality and Policy /Educational Development	Provide link and log-in details	6 weeks in advance	Core
17.	Minutes of committees (see Guidelines below)	Department/School + Academic Quality and Policy	Electronic and 5 hard copies of minutes. Print core	At least 3 months in advance	Core & Background (see Guidelines below)

University of London International Programmes

There will be an additional submission from the University of London International Programme in cases where external provision is under review which will include:

18.	<ul style="list-style-type: none"> • Overview Report written by University of London International Programmes for the PDR • Annual Programme Reports for the last two years, including VE Reports and Responses • Programme review/ student performance statistics • Programme Specification(s) • Course specifications • Programme Regulations • Minutes from Exam Boards for last two years • Programme/ Student Handbook(s) • Written student feedback unless a representative group of students is available to meet with the panel face-to-face or by Skype • Minutes of departmental committees and boards from the last two years, which deal specifically with such provision (unless already provided (see 15 above) • VLE access 	University of London	Electronic and 5 hard copies	At least 3 months in advance	Core
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Collaborative Provision programmes

There will be additional submission of documentation when a programme is taught collaboratively:

19.	<ul style="list-style-type: none"> • Operations Manual 	Academic Quality and Policy	Electronic and 5 hard copies	At least 3 months in advance	Core
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	<ul style="list-style-type: none"> Memorandum of agreement (if appropriate) 	Academic Quality and Policy	Electronic and 5 hard copies	At least 3 months in advance	Core
	<ul style="list-style-type: none"> Annual Collaborative Review Report forms from the last 2 years. 	Academic Quality and Policy	Electronic and 5 hard copies	At least 3 months in advance	Core
	<ul style="list-style-type: none"> Annual Review Report forms from the last 2 years 	Academic Quality and Policy	Electronic and 5 hard copies	At least 3 months in advance	Core
	<ul style="list-style-type: none"> Visiting Examiners reports and responses from the last 2 years 	Academic Quality and Policy	Electronic and 5 hard copies	At least 3 months in advance	Core
	<ul style="list-style-type: none"> Staff-Student Committee minutes from the last 2 years 	Academic Quality and Policy	Electronic and 5 hard copies	At least 3 months in advance	Core
	<ul style="list-style-type: none"> Minutes of the Annual Steering Group meeting from the year in which the PDR takes place 	Academic Quality and Policy	Electronic and 5 hard copies	At least 3 months in advance	Core
	<ul style="list-style-type: none"> CVs of staff involved in teaching 	Partner	Only Electronic	6 weeks in advance	Background

General

20.	Copy of every academic member of staff's CV	Department/School	Only Electronic	6 weeks in advance	Background
	Written comments from the Faculty Dean, Director of Library Services, Head of Support and Advisory Services, Head of Careers Service, Head of Educational Development, and Head of CeDAS	Academic Quality and Policy	Electronic and 5 hard copies	At least 3 months in advance	Core
21.	Department Key facts	Academic Quality and Policy/ Strategic Planning and Change	Electronic and 5 hard copies	At least 3 months in advance	Core
22.	Current and immediate past DOB accounts	Faculty Accountant	Electronic and 5 hard copies	At least 3 months in advance	Core
23.	Reports from any reviews undertaken by statutory or professional bodies in the last three years	Academic Quality and Policy	Only Electronic	At least 3 months in advance	Background

24.	Appropriate documents from the QAA UK Quality Code for Higher Education (for example, Subject Benchmark Statements, chapters in Parts A and B)	Academic Quality and Policy	Only Electronic	At least 3 months in advance	Background
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GUIDELINES

1. Departmental Overview

The **Departmental Overview** is normally prepared by the Head of Department/School. To assist in writing the overview there is a **template**.

Three months in advance of the PDR Academic Quality and Policy will provide the following information which will be presented as appendices (1 and 2) to the Departmental Overview.

- Appendix 1 Course and Programme Student Registrations from the last three years
- Appendix 2 A list of available degree programmes with the most recent major (re)validation dates and the extent of programme amendments over the last three years

The **template** sets out the contents of the Overview. The Department/School is asked to provide the following information as appendices (3-5)

- Appendix 3 A list of established and associate teaching staff, with their areas of responsibility
- Appendix 4 A diagram of the Department's/School's internal committee and management structure
- Appendix 5 Workload model

2. Handbooks

All handbooks currently issued to students and staff by the Department/ School for the academic year in which the PDR takes place should be submitted, this should include as appropriate:

- Undergraduate handbooks
- Postgraduate Taught handbooks
- Postgraduate Research handbooks
- Programme specific handbooks/ guides
- Year Abroad handbooks
- Staff handbooks
- External Examiners' handbooks
- Field trip handbooks
- Laboratory handbooks

3. Minutes of Committees

Minutes from the last two academic years of all boards and committees in the Department/ School which consider aspects of academic provision for students, this should include as appropriate.

Provided by Department/School:

- Learning & Teaching Committee**
- DoGS/PGR Meetings**
- Departmental Board/ Board of Studies
- Research Committee
- Research Student Committee/ Postgraduate Committee (may be sub-group of Research Committee)
- UG Sub-board of Examiners
- PGT Sub-board of Examiners

Provided by Academic Quality and Policy:

- Departmental Board
- Undergraduate Student-Staff Committee**
- Postgraduate Student-Staff Committee**

NB The committees highlighted in **BOLD** are core reading for the PDR panel

4. Examples of Student Work

The PDR panel members may wish to see a few representative examples of student work from the last year, including coursework, projects/dissertations and examination scripts, together with question papers and marking schemes (here 'representative' means the type of sample which would be sent to an external examiner for moderation) (*original documents only*)

- ❖ Please ensure that all hard copies of the documentation are collated into sets and placed in lever arch files before forwarding to Academic Quality and Policy.
- ❖ Please ensure that all electronic files are saved in logical folders on a CD or USB before forwarding to Academic Quality and Policy.