

## **DOCUMENTS TO BE PROVIDED TO THE UNDERGRADUATE PROGRAM REVIEW PANEL BY THE DEAN OF THE FACULTY**

The Program Review Panel must receive documentation as follows, no less than one month before the visit of the Program Review Panel.

### *Handbooks and Public Information*

- Staff handbook
- Program handbook
- Student handbook
- Quality assurance handbook
- Public information documents and materials
- Faculty handbook
- Prospectus
- Website screen prints

### *Regulations, Policies and Codes of Practice*

- Regulations for the program and instructions to examiners
- Regulations on attendance and discipline
- Admission requirements
- Policy, procedure and codes of practice documents on:
  - (i) External advisory consultation and boards
  - (ii) Program design and amendment
  - (iii) Teaching loads
  - (iv) Study leave/research leave
  - (v) Staff development
  - (vi) Attendance
  - (vii) Academic appeals
  - (viii) Disciplinary matters
  - (ix) Scholarly activity
  - (x) Admissions
  - (xi) Staff engagement in scholarly and professional activity
  - (xii) Research training for staff and students
  - (xiii) External and internal benchmarking
  - (xiv) Admission, retention, assessment
  - (xv) Equity and equal opportunities
  - (xvi) Admitting students with disabilities
  - (xvii) Evaluation of the program, staff and students
  - (xviii) Language requirements for the program
  - (xix) Non-standard entry to the program
  - (xx) Learning
  - (xxi) Teaching
  - (xxii) Assessment, marking and examinations

- (xxiii) Student support
- (xxiv) Plagiarism and cheating
- (xxv) Quality assurance
- (xxvi) Credit accumulation, transfer and exemption
- (xxvii) Transfer, deferral and suspension
- (xxviii) Remedial and support work
- (xxix) Awarding of credit
- (xxx) Public service

### *Reports and Plans*

- Annual program reviews for the last three years for the program under review
- Annual program review data
- Strategic plan for the next three years, together with projections of resources required, student and staff numbers, sources of income, developments on the program
- External Examiners reports for the last three years
- Faculty strategic plan
- Action plans for program improvement and enhancement
- Reports and documents from external advisors
- Outside evaluation or accreditation reports that may relate to the program

### *Program Documentation and Data*

- Indication of the level of the program (undergraduate)
- Program mission statement, aims and objectives
- Program documentation
- Course-by-course documentation
- Minutes of meetings of the Program Committee and Boards of Examiners
- Minutes of meetings of curriculum development bodies and advisory groups
- Credit weighting and hours of the program and its constituent courses
- Study plan, course by course, for the whole program, to indicate the sequence with, and structure of, the whole program
- Materials and pro-formas used in the academic development and reviewing process
- Statement to show that the program meets an evidence-based need
- Instruments and procedures used to measure program effectiveness
- Fees, including break-even costs and numbers per program
- Documentation in the approval of the program
- Remedial or bridging courses or programs
- Admission scores of the applicants and admitted students for the current academic year and preceding two years

- Application rates, offer rates, selectivity rates and outcome rates for the current academic year and preceding two years
- English language requirements and levels
- Numbers and dropouts, transfer in and transfer out of the program, and throughput, for the current academic year and the preceding two years
- Time taken to complete by students, how many take 4/5/6 years
- Completion rates for the current academic years and preceding two years
- Attendance requirements
- Attendance data for each course for the current academic year and preceding two years
- Awards made for the preceding three years, for the program and courses, together with summaries of grade/GPA distributions for these
- Indicators used in reviewing the program
- Process of student admission
- Budgets and estimates for the preceding two years, current year, and the next three years
- Unit costs per student

#### *Leadership and Management*

- Organizational chart, including student representation on/membership of committees and Boards and administrative support
- Membership of the Program Committee and its terms of reference
- Duties and responsibilities of the program leader(s)
- Structures/personnel with responsibility for staff development
- Membership of the Board of Examiners, External Examiners, and their terms of reference
- Student records: student data, attendance, academic reports and monitoring
- Record of staff development for the current academic year and the preceding two academic years

#### *Examining and Assessment*

- Marks, grades and awards made for the preceding three years, by program and by course, together with summaries of grade distributions for these
- Examination papers set for each course for the last three academic years
- Policy and procedures for Boards of Examiners and External Examiners
- Membership of the Board of Examiners, External Examiners, and their terms of reference
- Selected examples of student work and examination scripts that illustrate the different levels of achievement at different points in the program

### *Faculty*

- Summary CVs of all staff teaching on the program
- Summary data on all staff teaching on the program, including, for each person, and in tabular form: sex; ethnicity; nationality/home; qualifications (percentages with doctorates, Master's etc); selected publications; areas of expertise and experience; number of years teaching; level of appointment (e.g. Assistant Professor, Associate Professor); courses on which each is working on the program; teaching loads; administrative work; community/service work; research undertaken; research grants awarded
- Number and ratio of full-time and part-time academic and administrative staff
- Remuneration and conditions of service for staff at each rank
- Data on teaching assistants on the program, including, for each person, and in tabular form: sex; age; ethnicity; nationality/home; qualifications; selected publications; areas of expertise and experience; area(s) in which working on the program; teaching assistant loads
- Number of new faculty and faculty who have left each year over the preceding three years and the present year
- Faculty to graduate ratio
- Faculty to student ratio

### *Students*

- Copies of the program's student evaluation form and a summary of students' evaluations of faculty and courses for the current year and preceding two years
- Description of learning support services
- Description of student support services
- Characteristics and profile of students on the program

### *Resources*

- Description of resources available to the program
- Planned increases to the resources and upgrading of resources
- Policy and procedures for staff and student input into resource acquisition and usage (e.g. books)

### *Quality Assurance*

- Quality assurance procedures, mechanisms and process
- Responsibilities for QA on the program, and who is responsible for what
- Involvement of staff and students in quality assurance
- Documentation on quality assurance