University of Bristol - School Review

CHECKLIST OF DOCUMENTS TO BE PROVIDED

Table A

	To be sent to the Review Panel members 3 weeks in advance of the visit:	Provided by
1	School Self Evaluation	School
2	A list of school staff and their roles and responsibilities (within the SED)	School
3	Diagram/s showing school organisation, committee and management structures (within the SED)	School
4	Relevant material that the school thinks would be useful to the Review Panel, for example, school plan, research strategy and/or learning and teaching strategy (within the SED)	School
5	Information from the most recent REF (from the Research Enterprise & Development Office)	ESU
6	Summary of the school's financial position, this should normally include financial information sheets (from the University Finance Office)	ESU
7	Summary of Quality Assurance Issues (see table B below)	ESU
8	Statistical information (see note 3 below)	ESU
9	Report, and follow-up report from previous school review	ESU
10	SWOT analysis - a brief report from the Dean about the school in the Faculty context. This should incorporate comments from the Faculty Education Directors, Faculty Research Director, FQET Chair, Faculty Accountant, Faculty Manager and Faculty Education Manager.	Dean
11	Staff survey results overview and school action plan	HR

The school Self-Evaluation should comment specifically on action taken in response to external comments and advice provided in any of the documents above.

Table B

	Documents to be considered in compiling the summary of quality assurance issues
1	External Examiners' reports for all programmes for the last three academic years and the school's response/s
2	Annual Programme Review reports (taught and research) for the last three years
3	The most recent Faculty Quality Enhancement Team report on the school and any school response and also the FQET Overview Report for the last academic year
4	Programme and Unit Quality Management (e.g. programme specifications, new and revised units and programmes, learning, teaching and assessment KIS data))
5	Any Professor Statutory Regulatory Body report/s
6	Information about any educational partnerships
7	Results from National Student Survey and school action plan
8	Results from any other University levels survey(s) e.g. Postgraduate Research Experience Survey
9	Minutes from the most recent meetings of the Staff-Student Liaison Committee (or equivalent)

Please note:

1. Panel members may ask for other documentation but should request this through the Review Co-ordinator before the start of the review.
2. The Review Co-ordinator will liaise with the Finance Office and RED for copies of financial information and RAE (or equivalent) documents.
3. Statistical Information - Statistical information to support the SED will be provided approximately 6-8 weeks before the start of the review. This is drawn from the University's student record system (SITS). It will include the following:
   - School statistical profile: overview of the school review data.
   - Undergraduate and Postgraduate **Total Student Numbers**.

- Undergraduate **Admissions** Data including ratio of offers to applications, ratio of offers to intake and information on gender, age, ethnicity, school type and locality.
- Undergraduate **Intake** Data including total intake numbers and information on gender, age, ethnicity, entry qualifications, fee status, disability, school type and locality.
- Undergraduate **Progression** Data by year of study.
- Undergraduate **Exit** Data including degree classifications.
- Undergraduate **First Destination** Data.
- Taught Postgraduate **Intake, Progression and Exit** Data.
- Postgraduate Research **Intake, Progression and Exit** Data.

The Review Co-ordinator will liaise with the school to ensure that this information is accurate.