

**Self-Evaluation Document (SED) Cover Sheet**

<b>Academic Year</b>	
<b>Department/School</b>	
<b>Prepared By</b> <i>Please include who wrote the SED (including position), consideration by Department/School Committees where appropriate and any student involvement (including UG/PG).</i>	
<b>Complete List of Programmes</b> <i>Please list all courses for which the Department/School is the formal lead.</i>	
<b>Contributions to Other Joint Degrees</b> <i>Please list those joint degrees run by other Departments/Schools to which the Department/School contributes modules.</i>	

### Self-Evaluation Document (SED) Form

Please refer to the 'Guidance Notes for Writing the Self-Evaluation Document (SED) for Periodic Review' document when completing this form. Further advice and guidance is available from your Collage Academic Advisor, who is based in the Quality Office.

#### Section 1: Strategic and Development Overview

<b>Summary of Department/ School Strategies</b>
<i>Please provide a summary of how the Department/School manages its strategies, for example the Recruitment and Admissions Strategy and Collaborative Provision.</i>
<b>Department/ School Overview</b>
<i>Please provide an overview of the Department/School, for example undergraduate and postgraduate taught provision and organisational structure.</i>
<b>Aims and Context</b>
<i>Please define the overall strategic aim of the Department/School and how this relates to the wider University strategy, for example how provision prepares students for employment, further study or professional practice.</i>

In section 2 onwards please use evidence to outline and evaluate the effectiveness of measures taken to maintain and enhance the quality and standards of provision under the relevant headings.

## Section 2: Curriculum and Awards Standards

### **Review of Department/School Programmes**

*Please provide details of what provision is provided through the programmes under review, for example how the structure and content of the programmes are designed, developed and enhanced appropriately.*

### **Progression and Completion**

*Please provide details of how successful the Department/School is in supporting and monitoring students' progression, for example student retention rates and student achievement. Make reference to external benchmark data e.g. non-continuation and degree classifications awarded.*

## Section 3: Teaching, Learning and Assessment

### **Curriculum: Learning and Teaching**

*Reflect on the effectiveness and quality enhancement of the modes of delivery of teaching and learning, for example innovative teaching methods, using technology to support learning and ways in which student participation is achieved. Make reference to specific approaches used to support students with different demographic characteristics where possible and external data sources as applicable e.g. NSS/TEF.*

**Curriculum: Assessment**

*Please review the effectiveness of student assessment in measuring achievements of intended course outcomes, for example through formative feedback and a range of assessment methods. Make reference to specific approaches used to support students with different demographic characteristics where possible and external data sources as applicable e.g. NSS/TEF.*

**Feedback Mechanisms (to and from students)**

*Please provide details of the effectiveness and impact of policies and practices the Department/School has in place for providing and receiving feedback from students. Make reference to external data sources as applicable e.g. NSS/TEF.*

**Section 4: Student Support, Development and Employability**

**Recruitment and Induction of Students**

*Please outline how the Department/School makes arrangements for student recruitment and admission, including how induction programmes take place and are evaluated and developed.*

**Student Support**

*Please review the effectiveness of academic support strategies and the extent to which they take account of entry profile in relation to the aims of the programme. This section should also evaluate the student support systems in place, for example tutorial support and academic advising. Make reference to specific approaches used to support students with different demographic characteristics where possible.*

**Student Experience**

*Please explain how you know students and staff have a clear understanding of their respective responsibilities and students' sense of belonging within the Department/School/University is achieved.*

**Learning Resources**

*Please explain the systems and strategies in place for ensuring the effectiveness of the deployment of learning resources in the Department/School, for example availability of IT equipment and library resources.*

**Learning and Study Skills**

*Please explain how the Department/School identifies learning and study skills needed by students, supports the development of study skills and identifies opportunities for further development.*

**Employability**

*Please explain how the Department/School identifies employability skills relevant to students and how the development of employability is supported. This section should also explain how the effectiveness of employability strategies and engagements of interaction with employers is assessed.*

**Work Placements (If applicable)**

*Please explain how work placements are managed and evaluate their value to the student experience. Also include how work placements are monitored in relation to the new Code of Practice.*

**International Study**

*Please explain what opportunities are available in the Department/School (if any) and articulate plans for developing international study opportunities. Also include how the study abroad opportunities are managed in relation to the new Code of Practice.*

**Section 5: Research**

**Recruitment**

*Please reflect on the quality and nature of student intake and any specific factors which affect student recruitment.*

**Studentships and Awards**

*Please explain the financial support available for research students in the Department/School, the success of research students obtaining awards and any action to increase the provision of financial support.*

**Supervision Arrangements**

*Please explain the financial support available for research students in the Department/School, the success of your research students in obtaining awards and any action to increase the provision of financial support.*

**Special Arrangements**

*Please review special arrangements for support, induction and guidance, including for overseas and part-time students.*

**The Research Training Course**

*Please evaluate the research training, including the skills which the research training course aims to develop, whether it is assessed and if it has Research Council recognition.*

**Resources**

*Please explain any systems and strategies in place for ensuring the effectiveness of the deployment of learning resources and the effectiveness of resources to support research students (e.g. Library, study or work space, IT, equipment, and funds for research travel and conference attendance).*

**Student Progress**

*Please explain the mechanisms in place for monitoring and recording for upgrade from MPhil to PhD and dealing with unsatisfactory progress.*

**Submission and Completion Rates**

*Please include the Department's Research Council submission rates (i.e. the proportion who submit within 12 months of the end of their award), for other research students (e.g. overseas, part-time, self-funding), proportion of students who successfully complete and employment rates.*

**Graduate Assistants**

*Please explain the role of Graduate assistants supporting teaching or research, for example the general nature of responsibilities and maximum workloads.*

## Section 6: Topics for Discussion

### **Strengths**

*Please identify the strengths within your Department/School, how these will be sustained & how good practice can be shared.*

### **Possible Areas for Improvement**

*Please identify possible areas for improvement and enhancement and how this will fit into the future strategic plans of the Department/School.*

### **Additional Information**

*Include here any further details that may be relevant to the Periodic Development Review.*