**CANTERBURY CHRIST CHURCH UNIVERSITY**

Checklist of Documentation Requirements for Periodic Programme (and partnership) Review

**QSC11/xx**

The following documentation must be submitted to QSO 6 weeks in advance of the Periodic Programme (and partnership) Review Panel. All documentation should be submitted by the programme team to the FDQ for approval, prior to being sent to QSO.

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| **Document** |  |
| A programme briefing paper, identifying issues such as from annual reporting (a template is provided for this) |  |
| Annual programme reviews and associated documentation, for all years of operation since the last periodic review, including   * + Annual review action plans   + External examiner reports and responses   + Progression and completion summary data   + NSS / USS scores |  |
| The existing programme specification |  |
| The existing student handbook |  |
| The proposed programme specification |  |
| The proposed student handbook |  |
| Staff CVs for those teaching on the programme |  |
| A sample of core module handbooks (where these are available) |  |
| A list of minor modifications approved |  |
| First destination data (for the last 2 years of operation)\* |  |
| Minutes of Programme Management Committees, where these are available (for the last two years of operation)\* |  |
| Minutes of Boards of Examiners (for the last two years of operation)\* |  |
| Minutes of student-staff liaison meetings (for the last two years of operation)\* |  |
| Programme Planning Form (as approved by the Faculty) |  |
| The existing collaborative Agreement (for collaborative programmes) |  |
| Annual partnership review meeting minutes (for collaborative programmes) (for all years of operation since the last review) |  |

\*Where documentation is specified to cover the last two years of operation, this relates to the previous two full years of operation plus any relevant documentation for the academic year in which the review is taking place.