**Appendix F: Guidelines on the conduct on the subject review compliance exercise**

**1. Purpose**

To evaluate the alignment of the subject area’s activities with the University’s regulations.

**2. Outcome**

* A report identifying strengths and weaknesses and any areas of good practice.
* A response to this report by the subject area indicating planned actions in response to the conclusions
* Submission of both documents to the subject review

**3. Timing**

To be arranged between the Registry representative and the School admin contact and to be concluded 3 weeks in advance of the scheduled subject review event.

**4. Focus**

Access should be provided the following documentation, including relating to Post Graduate Research provision where applicable/relevant:

1. Student Panel Rolling Log
2. Course Committee membership, agenda, papers and minutes
3. Course Assessment Board minutes
4. Annual evaluation report
5. External examiner reports for taught provision and team’s EE3 response forms
6. Module Specification documents for all modules belonging to that subject area
7. Programme Specification documents for all courses managed through that subject area
8. School Teaching and Learning Committee agendas and minutes (showing consideration of course committee minutes and items)
9. SAVP agendas and minutes (showing consideration of course and module developments)
10. School Research Committee agendas and minutes (showing consideration of research developments within the subject area)
11. Other committees which show consideration of course-related information (e.g. NSS results, course development discussions etc.)
12. Outcomes from the employability meeting with CES including disseminating good practice and highlighting issues addressed.

Documentation should be provided for the current session plus one full preceding session, with the exception of 4 and 5 above where the last two full cycles should be provided.

Consideration will, for example, be given to:

* Evidence of issues being raised, progressed, actioned and reported back within and between committees
* Evidence of consultation with respect to course changes and their submission through the committee structure for approval
* Clear identification of actions required and taken in AE reports and as a response to External Examiner reports
* Compliance with University regulations in course and module structures, and in Assessment Boards