Quality Review Framework Annex 6.2.4:

IQR Core Documentation

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Please note: the list of documentation below indicates the core documentation that IQR teams normally expect Departments to provide during the IQR process; it is not intended to be exhaustive. It is for individual Departments to consider what information they need to submit with their Self-evaluative Statement (SES) to support the statements made in the SES and for individual IQR teams to determine what documentation they wish the Department concerned to provide.

- Diagram of departmental committee structure
- Terms of reference and membership of key departmental committees e.g. Departmental Teaching Committee, Departmental Staff-Student Consultative Committee
- Minutes of key departmental committees (normally for the previous three years)
- External Examiners’ reports (normally for the previous three years)
- Postgraduate prospectus (or similar material)
- Undergraduate prospectus (or similar material)
- Staff Handbook
- Student Handbook
- An up to date Programme and/or course guide/handbook for every programme in the department
- Assessment criteria and/or marking schemes for every programme in the Department
- Student Questionnaires and/or summaries thereof
- Departmental policies on issues such as Peer Dialogue, staff development and training etc
- Annual Student Experience Review (ASER) Reports (two years’ worth)
- Faculty Learning and Teaching Strategy.
- NSS results and student satisfaction data and commentary on these.

Academic Services will provide the team with a copy of the department’s previous IQR Report and Action Plan (where available) and related correspondence.