



## 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
- Programme and/or course guide materials
- Assessment criteria, marking schemes etc
- Student Questionnaires and/or summaries thereof
- Departmental policies on issues such as peer observation of teaching, staff development and training etc.
- An up-to-date Programme Specification for each programme
- Annual Monitoring Reports (four years' worth) (2015-16 IQRs only)
- Augmented Annual Monitoring Reports and External Scrutineer's Reports (2015-16 IQRs only)

- Faculty and/or Departmental 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.