

APPENDIX 3

PARTNER REVIEW EVENT: GUIDANCE ON DOCUMENTATION REQUIREMENT

1. Documentation for the Partner Review event will typically comprise:
 - A briefing paper produced by Academic Quality, based on the Partner Review Initial Report and updates arising from consideration by Education Committee
 - A briefing paper produced by the partner on the themes identified for consideration by the Review event
 - An optional student written submission (where appropriate) produced by the Bournemouth University Students' Union (SUBU) with input from the student body at the Partner.

2. It is anticipated that a planning meeting will be held between Academic Quality and the Partner's HE Manager (or equivalent) to agree the documents for the Partner Review Event and the timescales for their submission. Examples of the types of documents include:
 - the University's Strategic Plan and the Partner's current Strategic Plan and HE Strategy
 - the current Partnership Agreement
 - relevant sections of the Academic Regulations, Policies and Procedures (ARPP) pertaining to Partner provision (typically Sections 7A - *Partnership Models and Definitions: Policy/TC* - *Partner Review: Policy and Procedure*)
 - diagrams outlining the relevant management and committee structures of the Partner (if not already part of the Briefing Paper).
 - the most recent QAA and Ofsted reports since the Partner Approval Event or the last Partner Review meeting
 - Reports from engagements with PSRBs in the last two years
 - report of the Partner Approval Event or the latest Partner Review report
 - where appropriate minutes of the Partner internal HE committee or equivalent, for the past two years
 - statistical data on student recruitment, progression and achievement for the last three years;
 - Reports from Programme approval/review events for the last two years
 - Partnership Coordinator and/or Link Tutor reports for the last two years
 - External Examiner reports for the last two years
 - Annual Monitoring and Enhancement Review (AMER) for the last two years
 - the partner's quality assurance documentation, where appropriate, e.g. Quality Handbook/peer observation information
 - staff development and appraisal policies and procedures
 - other documentation referred to in the two briefing papers

Briefing Papers

3. Briefing papers should be evaluative and concise (not exceeding 3,000 words) and should be evidenced by reference to existing documentation which will be made available to the Partner and the University. The briefing papers should provide an evaluative, evidence-based commentary on the themes identified for consideration by the Partner Review Event. The document should be frank, balanced and developmental to include ideas and recommendations for improvement.

4. Both briefing papers will be provided to the Partner Review Panel and shared between the

relevant Faculties, Professional Services and the Partner before the review takes place.

Student Written Submission

5. A student written submission is optional and may not be appropriate depending on the themes under consideration. The student body should decide whether it is desirable or feasible to produce a submission for a Partner Review Event. The guiding principle should be that the submission should provide the Panel with an overview of the experience of being a student at the Partner within the context of the themes under consideration e.g. work based learning; access and participation; assessment and feedback