**Evidence-base to be made available to the Review Panel via Sharepoint must include the following as a minimum.** It is recommended that a cover sheet is provided to guide the panel, and that any gaps are addressed within the Self-Evaluation Report.

|  |  |
| --- | --- |
|  | A record of discussions and actions from the School scrutiny of programme specifications and module descriptors, with confirmation that required actions have been completed. |
|  | Updated and School-approved programme specifications for all provision under consideration. |
|  | Updated and approved module descriptors for all relevant modules within the programme structures under consideration (module descriptors for all compulsory modules should be available). |
|  | Programme annual reports for all programmes under consideration for the whole review cycle (5 years). |
|  | A sample of module evaluation reports from the previous 12 months with a cover sheet explaining reasons this selection was chosen. |
|  | Updated Programme Enhancement Plans (required since 2022/23 academic session). |
|  | Cognos programme performance data for all provision under consideration (this may have been appended to the annual reports above). |
|  | Key features of the student population. (for example, student gender balance across programmes; proportion of direct entrants; proportion of widening participation students, proportion of international students etc.) |
|  | A sample of minute extracts from School meetings where programme changes have been considered and approved during the review period. |
|  | Minutes from Programme Boards of Studies and the Student-Staff Liaison Committee Action Grids (or equivalent providing evidence of actions) for the review period. |
|  | External examiner reports, and, if applicable, responses to them. |
|  | Notes from Industry liaison panels (if applicable). |
|  | Collaborative programme first year review report/s (if applicable). |
|  | Professional, statutory and regulatory body reports (if relevant). |
|  | Most recent MyProgramme documents. |
|  | Screenshots/demo of programme Moodle pages for provision under consideration (read only access to the Moodle course and links would be helpful). |