**SELF-EVALUATION DOCUMENT**

**[To be discussed with the External Review Panel during their visit to the University]**

Please provide an **evidential-based self-critical evaluation** of the relative success of the program during the last five years in regard to the following areas. Incorporate data analysis and references to documentation as appropriate.

**1. Program Delivery, Management and Quality Assurance**

* List the staff who currently deliver the program (i.e. the Program Teaching Team). Indicate their grade and type of appointment (e.g. full-time; part-time; adjunct; visiting; etc.);
* Describe the program’s management and quality assurance structures (include the broad remits and frequency of meetings of any committees associated with the program) and ***critically evaluate*** their relative effectiveness;
* Summarise the process for producing the Self-Evaluation Document (SED) and comment on its effectiveness.

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**2. The Curriculum, Benchmarking and Quality Enhancement**

* List the program’s objectives. Indicate if these have changed in the past five years, and the rationale for any change;
* Provide details of benchmarking and other mechanisms to ensure that the curriculum is appropriate and up-to-date. Comment on any professional accreditation of the program, where appropriate. List the programs and institutions against which the UST program has been benchmarked, and provide a comparison of the program structures (i.e., number, credits and titles of compulsory courses/modules; number of credits of elective courses; total credits required for program award);
* ***Critically evaluate*** the program’s success in achieving its aims and objectives;
* Describe any good/innovative practices in teaching, learning and/or assessment which have had a particularly positive impact on the learning experience of students and/or the success of the program, and indicate the measures of success.

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**3. Students: Intake; Performance; Support**

* Provide a ***critical analysis*** of the following, **for each year of the review period**, highlighting any areas of concern:
* *Intake*: Applications; Admissions; Intake Quality and Diversity
* *Performance*: Term Grade Averages (TGA); Cumulative Grade Averages (CGA); Graduation Grade Averages (GGA); Course pass rates; Progression rates; Completion and Attrition rates; Destinations of graduates
* ***Critically evaluate*** the program level arrangements for student support.

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**4. Stakeholder Feedback**

* ***Critically evaluate*** the mechanisms for obtaining feedback from students/faculty/graduates/employers/others - please specify;
* Provide details of, and critically evaluate the relative success of, any changes to the curriculum (e.g. to courses) or other program arrangements that have been implemented primarily as a consequence of (specified) stakeholder feedback, including those made as a consequence of the last External Reviewers’ Report where applicable;
* Describe the system to inform stakeholders of changes made as a result of their input.

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**5. Assessment**

***Critically evaluate***:

* The effectiveness of the program’s assessment methods in terms of the variety and extent to which students have the opportunity to achieve program and course objectives;
* The nature, timing and extent of formative feedback to students on their assessments, **highlighting any particularly successful feedback mechanisms**
* The program’s policy and mechanisms for dealing with student requests for grade reviews and academic appeals;
* The program’s mechanisms for detecting and handling allegations of plagiarism and other forms of cheating.

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**6. Resources and Risk**

* ***Critically evaluate*** the resources available to support the program: Staff; Teaching and Learning (including Library, IT etc.); Financial; Physical (including classrooms, laboratories and study spaces);
* Indicate any potential risks to the continued successful delivery of the program, and to its quality and standards; and any difficulties for the development of the program, including resource constraints.

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**7. Other Review Components**

* Please provide details of any other components of the program internal review.

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**8. Plans for Development**

* Outline your preliminary proposals for developing the program arising from the self-evaluation. ***[Note: This should be reviewed and revised accordingly following receipt of the External Reviewers’ Report]***

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