

***Self-Evaluation Document Cover Sheet***

*(Please delete this page once the SED is complete)*

|  |
| --- |
| *Guidance Notes:* |
| *The self-evaluation has 4 main functions:*   1. *To provide the Open University with a review of your organisation since your last institutional approval event, including your track record in managing quality and standards, details of any current or planned validated provision and of the external reference points (other than the Quality Code) that you are required to consider;* 2. *To evidence how as an organisation you continue to meet the criteria for OU institutional approval;* 3. *To describe your approach to assuring the academic standards and quality of your higher education provision;* 4. *To explain to the OU how you know that your approach is effective in meeting the Expectations of the Quality Code (and other external reference points, where applicable), and how it could be further improved.*   *Your completed self-evaluation should therefore include both descriptive and self-critical/evaluative elements.*  *There is a separate document with more detailed guidance on compiling your self-evaluation which you should also consult.*  *Length of your self-evaluation:*  *It is recommended that the self-evaluation is no longer than 20 pages in total (not including supporting evidence).*  *Whilst for ease of production the self-evaluation may have one author, it should be evident from the content that the evaluation has drawn on and has the agreement of all stakeholders within the organisation.*  *Supporting evidence:*  *Please see the document mapping submission form for a list of supporting evidence required.*  *Partners are not expected to create any new evidence for institutional reapproval and should only provide evidence already in existence. It is anticipated that there should be no more than 30 pieces of evidence in total.*  *Submission of the self-evaluation and supporting evidence: documents should be submitted by ZendTo (separate guidance on the uploading of documentation will be provided)* |



**Self-Evaluation Document for Institutional Reapproval**

*(This template should be completed electronically; boxes will expand as you type; text in italics is for guidance only and should be deleted before submission).*

|  |  |
| --- | --- |
| Partner name: |  |
| Main contact: |  |
| Partner address: |  |
| Author of document: |  |
| Author’s e-mail address: |  |

**Section 1: Introduction**

|  |
| --- |
| 1.1 Please provide a summary of your mission and educational aims, including details of any changes to these since your last approval: |
|  |

|  |
| --- |
| 1.2 Please provide details of any current validation arrangements outside of those with The Open University (this should include length of the relationship and type of partnership): |
|  |

|  |
| --- |
| 1.3 **Non-UK partners only**: please provide details of any other accreditation requirements and the status of these arrangements: |
|  |

|  |
| --- |
| 1.4 **UK partners**: please provide details of any other accreditation arrangements by professional, regulatory or statutory bodies, QAA, Ofsted etc.: |
|  |

|  |
| --- |
| 1.5 Please provide details of your strategic priorities, including details of any planned new provision and future validation plans: |
|  |

|  |
| --- |
| 1.6 Please provide brief details of your student profile: |
|  |

|  |
| --- |
| 1.7 Please provide a commentary on recent student performance data (enrolment, retention, progression, completion, up to a maximum of 5 years): |
|  |

|  |
| --- |
| 1.8 Please comment on your organisation’s approach to risk management, referring to your risk register: |
|  |

**Section 2: Your Organisation’s Track Record in Managing Quality and Standards**

This section maps to OU principles of institutional approval 2 & 4

|  |
| --- |
| 2.1 Provide a diagram(s) showing the structure and reporting lines of your organisation’s main governance and deliberative bodies: |
|  |

|  |
| --- |
| 2.2 Briefly describe how the structures provided in 2.1 ensure that academic standards are maintained and enhanced: |
|  |

|  |
| --- |
| 2.3 Briefly describe how you have managed quality and standards across your organisation during the most recent period of approval: |
|  |

|  |
| --- |
| 2.4 Describe how your committee structure supports the development, delivery and assessment of validated HE programmes: |
|  |

**Section 3: Setting and Maintaining Academic Standards**

This section maps to OU principle of institutional approval 3

|  |
| --- |
| 3.1 Provide a diagram (s) outlining your organisational, management and administrative structures. Please also include a commentary to demonstrate how executive, administrative and academic responsibilities are allocated: |
|  |

|  |
| --- |
| 3.2 Provide a brief account of how your institutional policies and regulatory frameworks are monitored and updated to support the delivery of validated programmes: |
|  |

**Section 4: Assuring and Enhancing Academic Quality**

This section maps to OU principles of institutional approval 1 & 5

|  |
| --- |
| 4.1 Briefly comment on and evaluate how effective you are in ensuring you continue to provide an appropriate learning environment: |
|  |

|  |
| --- |
| 4.2 Briefly comment on how your organisation engages with the wider academic community and what impact external engagements have on validated provision: |
|  |