Institutional Review Partner Guidance

**Guidance for Partners**

**2022/23**

**Institutional Review**

Institutional Review is undertaken prior to the renewal of a Partnership Agreement. It can be defined as a periodic assessment to check the capacity of the Institution to continue to deliver academic standards, student outcomes and the academic experience to the standards and quality required by the University. A successful Institutional Review will be followed by a recommendation to UEA Learning and Teaching Committee for Institutional Approval to be renewed.

With changes in the regulatory framework governing higher education provision, Academic Partnerships are revising the Institutional Review process for partners. This decision also acknowledges that the current process involves a significant amount of preparation and administrative input, often duplicating information already shared between UEA and partners.

The new review process will be viewed as an Institutional Partnership Review to reflect the collaborative nature of the partnership. The revised approach will be strategic, thematic and risk based, retaining the opportunity for student feedback, and offering a chance for both critical reflection and looking forward.

**Process**

The process will be as follows:

1. UEA identifies key themes for discussion in advance
2. Themes are shared with partner and students if appropriate, opportunity is provided to suggest other areas for discussion
3. Partner produces written submission reflecting themes. UEA will provide a template for this
4. UEA panel meets with students followed by senior leadership (for example, Principal, governors with HE responsibility, HE lead) and other stakeholders as appropriate
5. Report produced by UEA, may include conditions, actions etc.
6. Outcomes monitored through JBOS and Annual Review process

Written submission comprising:

* Contextual HE overview
  + Reflection on development of HE provision/strategy since previous review, including issues previously identified
  + Explanation of partner strategy going forward, with a focus on HE
  + Commentary on key metrics over the period
* Response to themes
* Due diligence requirements

**Participants**

UEA panel:

* Academic Director of Partnerships (Chair)
* Head of Partnerships
* Partnerships Manager (lead for partner)

Partner panel

* Principal
* Governor with responsibility for HE/Chair of Governors
* Senior leader/Deputy/Vice Principal with responsibility for HE
* Head of HE or equivalent