

**DE MONTFORT UNIVERSITY – VALIDATION SERVICE
EXTERNAL SUBJECT ADVISER (ESA) ANNUAL REPORT**

Key Points:

- Please produce your report following the end of the current academic year, and no later than **2nd August**.
- Please check the Academic Quality Services (AQS) website (www.dmu.ac.uk/aqs) each year to ensure you have the most up to date version of the report proforma.
- Your views will influence how the programmes are development and managed. To help us, please ensure your report contains clear feedback on the currency of the curriculum and appropriateness of resources, as well as advice on good practice, innovation and areas of enhancement.
- Please do not name individuals, as a copy of your report will be shared with the partner institution.
- Please word process your report on the standard report proforma and email it to UK Validation Services on ukvs@dmu.ac.uk.
- UK Validation Services will always acknowledge receipt of your report via email within three working days.
- The University may wish to use extracts from your report in promotional material where appropriate. Any such use of material will be made anonymous and you will always be contacted first to seek your permission.
- Thank you for your continued support and contribution to the University's quality assurance processes.

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Name:	
Programme(s):	
Partner Institution:	
Academic Session:	

1. Operation of Programme Management Boards (PMBs)

Please evaluate the effectiveness of PMBs in the management of the provision, and consider whether the business was properly conducted. Please outline whether you were given the opportunity for full engagement in the PMB and provided with all the necessary information (such as agendas, minutes and papers) to carry out this role.

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2. Physical and Learning Resources

Please comment on the appropriateness of the physical and electronic resources available to students on the programme and whether they are comparable with other institutions. Central to this should be whether the resources available meet the demands of the curriculum.

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3. Student Feedback

Where you have met with students studying on the programme(s), please comment on the feedback obtained on the student experience in terms of both the academic experience on the course (e.g. whether the course is meeting their expectations in terms of content and academic rigour) and the physical experience of studying on a DMU programme at a partner institution (e.g. student support and resources available). Please comment on the opportunities that students are given to provide feedback and how responses to student feedback are communicated.

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4. Curriculum Development

Please comment on any changes to the curriculum proposed throughout the year and if you have been consulted on any proposed developments in a timely manner.

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5. Teaching Team

Have you seen any CVs for new teaching staff appointed in-session?

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6. Student Handbook

Have you seen the student handbook for the next academic session and commented on its appropriateness?

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7. Programme Appraisal and Enhancement (PAE) Form

The partner is advised to consult with the ESA during the writing of the [Programme Appraisal and Enhancement \(PAE\)](#) form. Please evaluate the PAE form, giving consideration to whether the form is accurate and thorough. Please comment on the appropriateness of both the areas identified for enhancement and those identified as good practice, as well as the action plan. **Even if the PAE is not yet complete, please comment on the draft version.**

8. Areas of Concern

Please comment on any areas of concern (if any) that may have been raised throughout the year and how these have been resolved. Any issues raised in previous reports that remain unresolved should also be commented upon.

9. Good Practice

Please identify any areas of good practice that has been observed in relation to the management and delivery of the programme by the programme team, which could include processes or mechanisms in place to ensure the quality and standards of the award. **This should be in addition to any areas of good practice identified in the PAE. Please refer to DMU's [good practice guide](#).**

10. Equality and Diversity

How has equality and diversity* been incorporated into the design of the curriculum? Please comment on significant matters and/or good practice arising in relation to diversity and/or protected characteristics**.

*[Equality and Diversity at DMU](#), including DMUfreedom

**Comments on this would relate to how the curriculum and learning opportunities meet the needs of all students, particularly those with protected characteristics which are identified by the Equality Act (2010) as:

Age	Pregnancy and maternity	Disability
Race	Religion or belief (including lack of belief)	Sex
Gender reassignment	Sexual orientation.	Marriage and civil partnership

11. Additional Comments

ESAs should comment on any other areas or issues not covered above, that they feel are important.

Your report should be submitted electronically to the University following the completion of the academic year and no later than Monday 2nd August 2018. Completed reports should be emailed to UK Validation Services on UKVS@dmu.ac.uk.