**Faculty Programme Enhancement Process (FPEP) Review Report**

**IMPORTANT**: This form should be used for most programmes/clusters and is completed **following** the Panel meeting(s).

A separate FPEP Self-evaluation Form is provided for those programmes/clusters with “exceptions”, e.g., Higher and Degree Apprenticeship programmes, INTO programmes, and programmes held in partnership with academic partners – please see the policy for more information.

There is no obligation to use the FPEP Self-evaluation form for anything other than those types of programmes as listed above. However, Faculties may choose to use the FPEP Self-evaluation form for other programmes/clusters should that better suit their needs than the FPEP Review Report template below.

1. **Overview of the Review:**

|  |  |
| --- | --- |
| **Programme / programme cluster under review:** | *Please provide a list of programmes included in your review, as well as the Faculties/Departments to which they belong.* |
| **Details of other recent relevant Reviews:** | *This can include local-level department reviews, PSRB Reviews, and other accreditation Reviews such as EQUIS. Please enter “N/A” if this is not appliable.* |
| **Details of relevant partnerships:** | *Please enter “N/A” if this is not applicable.* |
| **Date / times of the Panel(s):**  | *DD/MM/YYY / HH:MM – HH:MM* |
| **Panel membership:** | *First and last name, Faculty/Department, and role.* |
| **Scope of the Review and any additional background information given during the main Panel meeting:** |
| *Please provide any additional contextual information for your programme or programme cluster that may aid the Review/Panel members’ discussions.* |

|  |
| --- |
| **Good practice highlighted:** |
| *
*
 |
| **Enhancements discussed:** |
| *
*
 |
| **Other challenges discussed and lessons learned:** |
| *
*
 |

|  |
| --- |
| **Actions or comments to be carried over to other forums:***(e.g., the Teaching Excellence Action Plan (TEAP) / Teaching Excellence Monitoring Meeting (TEM), further PRSB review, Partnership Board, etc.)* |
| 1.
2.
3.
 |

1. **Action Plan:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Challenge discussed** | **Recommendation** | **Priority (rated from 1-5, with 1 being the highest)** | **Action** | **Responsibility** | **Estimated completion date** | **Feedback** | **Support required** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

*We recommend that you have no more than five actions so that they can be effectively managed and achieved.*

**IMPORTANT**: The Panel Secretary must now share this form with the Chair for review. The Report will then be shared, with the Chair’s authority, to the Panel and Faculties/programme/programme cluster for final feedback. Amendments can be made to the report as appropriate, with the Chair’s approval.

1. **Approval:**

|  |  |
| --- | --- |
| **Final comments from the Chair (or Deputy Chair), supported as appropriate:** | **Final comments from the Pro-Vice-Chancellor and Executive Dean of the Faculties (PVC)\* (or delegate), supported as appropriate:** |
|  |  |
| **Approval of the Chair (or Deputy Chair):**  |  | **Date approved:** | DD/MM/YYYY | **Approval of the PVC or delegate:**  |  | **Date approved:** | DD/MM/YYYY |

*\*If multidisciplinary, this should be the lead Faculty, as agreed by the Faculties.*

**IMPORTANT**: The Panel Chair must share a final copy of the Report with educationpolicy@exeter.ac.uk to ensure this can be stored centrally, to support and enable institutional quality assurance processes.

***For completion by the programme or programme cluster, and by the Panel (Chair or Deputy Chair) at least 12 months post-review. In some cases, a longer period for follow-up may be appropriate, as agreed by the Chair:***

1. **Follow-up Review:**

**IMPORTANT**: The Secretary must contact the programme or programme cluster to initiate a follow-up review.

|  |
| --- |
| **The Programme Lead (or delegate approved by the Panel Chair) should provide an update on the report above, supported as appropriate:** |
|  |
| **Completed by: (Title, name, role)** | **Date of completion: (DD/MM/YYYY)** |
|  |  |
| **Response from the Panel (by the Chair or Deputy Chair):** |
|  |
| **Completed by: (Title, name, role)** | **Date of completion: (DD/MM/YYYY)** |
|  |  |

**IMPORTANT**: The Panel Chair must share a final copy of the Report follow-up Review with educationpolicy@exeter.ac.uk to ensure this can be stored centrally, to support and enable institutional quality assurance processes.

The programme or programme cluster should also ensure an update is made via/at their relevant TEAP/TEM, relevant Partnership Board meetings, and to others as appropriate.