**Appendix E: Dean’s Confirmation of Completion of Key Quality Activities**

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| **School** |  | **Academic Year** |  |

This form should be completed by the Dean at the end of each academic year to confirm that the following groups of activities (including those applicable to CP arrangements) have been completed for that academic year. Where it has been indicated that an activity remains on-going, an action plan (including target completion dates) should be submitted with this document.

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| --- | --- | --- |
| **Student Records Activities** | Yes | No |
| APL for all students (including January starters) have been approved and recorded on ASIS | The cell contains a checkbox | The cell contains a checkbox |
| All students were registered for the full amount of credits (including any trails) | The cell contains a checkbox | The cell contains a checkbox |
| Suspended students were contacted to determine their intentions for return in the next academic year. | The cell contains a checkbox | The cell contains a checkbox |
| Students identified on the Debtor List from the Student Finance Office were notified of their withdrawal by the published deadline. | The cell contains a checkbox | The cell contains a checkbox |

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| **Quality Matters** | Yes | No |
| The validation schedule has been reviewed to ensure it contains all the School’s requirements for the forthcoming academic year. | The cell contains a checkbox | The cell contains a checkbox |
| Any actions from the Annual Evaluation round have been completed and the outcomes reported back to the Course Committee | The cell contains a checkbox | The cell contains a checkbox |
| Course and module evaluation surveys have been completed | The cell contains a checkbox | The cell contains a checkbox |
| Two Student Panel and Course Committee meetings have been held | The cell contains a checkbox | The cell contains a checkbox |
| Visits to students on placement have been undertaken | The cell contains a checkbox | The cell contains a checkbox |
| The EE3 form responding to last year’s External Examiner report have been completed and sent to the EE ahead of their approval of the document at the Summer CABs | The cell contains a checkbox | The cell contains a checkbox |
| External Examiner appointments have been reviewed to ensure that tenure will still be current in the forthcoming academic session (any replacement EEs or requests for extension of tenure were initiated through the Course Committee) | The cell contains a checkbox | The cell contains a checkbox |
| Course and Module handbooks have been reviewed and updated in advance of the forthcoming academic session. | The cell contains a checkbox | The cell contains a checkbox |
| Module Leader reports have been completed | The cell contains a checkbox | The cell contains a checkbox |
| Suitable administrative support resources remain in place for all new and existing Degree Apprenticeships | The cell contains a checkbox | The cell contains a checkbox |
| Suitable administrative support resources remain in place for all new and existing Taught Provision | The cell contains a checkbox | The cell contains a checkbox |

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| **Assessment Matters** | Yes | No |
| All assessment briefs were signed off by the EE prior to release to the students | The cell contains a checkbox | The cell contains a checkbox |
| Assessment schedules and criteria were made available to students | The cell contains a checkbox | The cell contains a checkbox |
| Schedules for moderation of assessment were finalised | The cell contains a checkbox | The cell contains a checkbox |
| A rota indicating staff availability for results queries was established | The cell contains a checkbox | The cell contains a checkbox |
| All known academic misconduct cases have been progressed promptly | The cell contains a checkbox | The cell contains a checkbox |

As Dean, I confirm that these activities have been completed for the above academic year. Where it has been indicated that an activity remains on-going, an action plan has been submitted with this document.

Signature:

Date:

**Please return the completed document to** [**jason.smith@hud.ac.uk**](mailto:jason.smith@hud.ac.uk%20) **no later than 15 September each year.**