



Educational Oversight Review - Student Submission guidance

Student Submission

The function of the student submission is to help the review team understand what it is like to be a student at that provider, and how students' views are considered in the provider's decision-making and quality assurance processes. The student submission is an extremely important piece of evidence.

Format, length, and content

The student submission may take a variety of forms, for example video, interviews, focus group presentations, podcast, or a written student submission. The submission should be concise and should provide an explanation of the sources of evidence that informed its comments and conclusions. If the submission is not in written form, review teams find transcripts helpful in locating evidence.

The student submission must include a statement of how it has been compiled, its authorship, and the extent to which its contents have been shared with and endorsed by other students.

The review team will welcome a student submission that tries to represent the views of as wide a student constituency as possible. You are encouraged to make use of existing information, such as results from internal student surveys and recorded outcomes of meetings with staff and students, rather than conducting surveys especially for the student submission.

You are also encouraged to investigate and make use of national datasets that provide robust and comparable information about the provider when putting together the student submission. Sources such as the National Student Survey might be useful and there might be information on completion rates and graduate outcomes and destinations that you may wish to comment on in your student submission. Such datasets might be good sources of evidence for a point you wish to make.

You might particularly wish to focus on students' views on:

- how effectively the provider sets and maintains the academic standards of the qualifications it offers in line with UK expectations if it is a degree-awarding body or organisation
- how effectively the provider maintains the academic standards of the qualifications it offers on behalf of its degree-awarding bodies and/or other awarding organisations
- how effectively the provider provides learning opportunities which allow students to achieve the relevant awards and qualifications.

Reviewers will also be interested to know students' views on the effectiveness of their provider's pedagogical approaches in ensuring that the combined input of teaching staff and students enables students to achieve the learning outcomes of their programmes.

The student submission should **not** name, or discuss the competence of, individual members of staff. It should not discuss personal grievances. It should also seek to avoid including comments from individual students who may not be well placed to speak as representatives of a wider group.

Submission delivery date

The student submission should be uploaded at the same time as the provider's self-evaluation document (SED) and evidence base. QAA will confirm the precise date with the provider and student representatives.

Sharing the student submission with the provider

Given that the student submission is such an important input into the review process, in the interests of transparency and fairness it must be shared with the provider - at the latest when it is due to be uploaded to the secure review site.

Continuity

Educational Oversight Review occurs over a period of several months. It is likely that both the provider and its students will have been preparing well before the start of the review and will continue to be involved in action planning afterwards. QAA expects providers to ensure that students are fully informed and involved in the process throughout. We expect that the student representative body and the provider will wish to develop a means for regularly exchanging information about quality assurance and enhancement, not only so that student representatives are kept informed about the review process, but also to support general engagement with the quality assurance processes of the provider.

Once the review is over, QAA will submit a draft report to the provider which is expected to be shared with student representatives.

The provider is required to produce an action plan to respond to the review's findings. It is expected that the student representative body will have input in the drawing up of that action plan, and in its annual update.

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