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**Quality Enhancement and Standards Review**

**Documentation Self-Evaluation Coversheet**

This coversheet provides the University and Students' Association with an opportunity to provide relevant contextual information and reflection to the review team on the individual documentation provided as part of QESR. Coversheets should be linked to specific documentation submitted and are optional. It is suggested that coversheets should only be used where there is additional context or when actions and challenges are not referred to in the document submitted. Examples of documents where a coversheet may be particularly useful are included in the handbook. The table should be no more than a page of size 11 font and, as such, bullet points may be used. The coversheet is not intended to be exhaustive and will focus on outlining to the team, key findings, actions and developments arising from the analysis of the document referenced. Please add or delete rows to the table below.

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| --- | --- | --- |
| **QESR document title:** |  | |
|  | | |
| **Key finding/area identified**  *(Provide a summary overview or heading outlining what you have learnt. References can be made to the main document qualitative/quantitative data)* | **Achievements or action**  *(Linked to the key finding, outline any achievements or action implemented and, where appropriate, any impact of the action or how it will be monitored)* | **Ongoing challenges or areas for development**  *(Linked to the key finding, outline any particular challenge or area that has been identified that will benefit from future enhancement)* |
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