

THE UNIVERSITY *of York*

MEMORANDUM

To: Chairs of Boards of Studies
Chairs of Graduate School Boards
Members of the Coordinating Group for
Supplementary Programmes

FROM: **Professor John Robinson**
Chair of Teaching Committee
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CC: Departmental Administrators
Members of UTC

16 May 2014

Annual Programme Review 2013/14

Please find enclosed the APR pro forma and guidance for reflecting on academic year 2013/14.

An electronic version of all the documents is available at:

<http://www.york.ac.uk/staff/teaching/monitoring-and-review/apr/>.

Timing

The APR process reflecting on the 2013/14 academic year will be completed in the Autumn Term, with departments submitting APR documentation to UTC **by 28 November 2014**. This will enable UTC members to consider the reports and provide departments with feedback early in the Spring Term.

APR meetings and pro forma

I would like to stress some elements of the process of APR at York, in the light of feedback from departments and members of UTC about last year's process:

- Student representatives should be fully involved in the APR process. The Chair of Board of Studies should meet student representatives prior to the APR meeting(s) to allow them an opportunity to identify the particular issues that they would like to see discussed at the meeting and to ensure that they feel prepared and able to contribute. Student representatives (covering all provision) should attend the relevant meeting(s).
- APR covers undergraduate, taught postgraduate and postgraduate research programmes and we expect to see reference to all levels. In particular, I would draw your attention to the need to refer to postgraduate research programmes.
- Please do look back at your report from last year and the response from UTC. Often members of UTC ask for updates on issues in the next report, and we need to ensure these issues are followed-up. If you require a copy of UTC's response please get in touch with your contact in the QA Team.

- And finally, please remember to read the guidance on the APR form and meetings at the end of the pro forma.

External Examiners' reports

External examiner reports should inform your APR reflections, with any significant issues being included in the APR report. I am aware that while the undergraduate external examiners' reports will be available to inform your APR discussions, the reports from the PGT externals may not yet have been received. In this case, the minutes of externals' comments from the PGT Boards of Examiners meetings should be used. If your postgraduate boards take place after the APR meeting, then please remember to carry forward discussion of any points raised, and the actions taken in response, to the following year's APR. Please do share the PGT externals' reports and your response with your student representatives when they become available.

Record of Issues raised by External Examiners

In October you will receive a table of comments and issues raised by your undergraduate external examiners. You will be asked to complete two columns setting out your response to any concerns/questions raised and confirming that the external has been updated on your response. The updated table should be returned to the Academic Support Office with your APR report **on 28 November**.

A table for your taught postgraduate external examiners' reports will be circulated in February 2015. The deadline for completion of the table will be confirmed when the table is circulated but is likely to be around the end of March 2015.

Your completed APR pro forma and undergraduate external examiners' table should be submitted to the Academic Support Office (aso@york.ac.uk) by Friday 28 November 2014.

Please contact your QA Team contact for further information or advice.