

THE UNIVERSITY *of York*

MEMORANDUM

To: Chairs of Boards of Studies
Chairs of Graduate School Boards
Coordinating Group for Supplementary Programmes
Karen Clegg, Researcher Development Team
Sarah Leach, Centre for Global Programmes

FROM: **Professor John Robinson Chair of Teaching Committee** Direct
Line: (01904) 322353 [E-mail: john.robinson@york.ac.uk](mailto:john.robinson@york.ac.uk)

CC: Departmental Administrators
Members of UTC
QA Team

29 April 2015

Annual Programme Review 2014/15

Please find enclosed the APR pro forma and guidance for reflecting on academic year 2014/15.

An electronic version of all the documents is available at:

<https://www.york.ac.uk/staff/teaching/procedure/review/annual/>

Timing

The APR process reflecting on the 2014/15 academic year will be completed in the Autumn Term, with departments submitting APR documentation to UTC **by 27 November 2015**. 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:

- o We have made three minor amendments to this year's form:
 - o I am aware that many departments maintain learning and teaching action plans. If you have such a plan(s) and it addresses the questions in section 2 and 3 regarding actions taken and resolved/not yet resolved, you may append the plans and cross reference to them in the report (rather than repeating information). It is important however that the plans and the issues and actions that they describe can be easily understood as a standalone document by members of UTC and the Academic Support Office who may not be familiar with the issues.
 - o There is an additional question (section 6) asking you to outline the department's key teaching and learning priorities in the next 12 months. Although the focus of this report is reflection on 2014/15 it is important that we are also forward looking. This will help UTC to identify any shared areas for action this year and to provide support and guidance, as appropriate.

- o As you know, APR covers undergraduate, taught postgraduate, CPD and postgraduate research programmes and we expect to see reference to all levels. The issues relating to postgraduate research students will be considered by the new York Graduate Research School Board. We have therefore added a separate section (5) to report on issues relating specifically to postgraduate research students, which will then be forwarded to the YGRS Board.
- o A reminder that 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). See page 8 of the pro forma and guidance for more information about student involvement.
- o Please remember to include your departmental UTC contact (see link below) in the early stages of planning for APR meeting dates. It is important that they attend. They should also receive documentation in advance of the meeting.
- o And finally, please remember to read the guidance on the APR form and meetings at the end of the pro forma. In particular the section on conduct of the meeting(s) which emphasises that departments should approach APR in a way that is appropriate for their own structures and ongoing review processes. Please contact your QA contact in the ASO (see below) for further advice, if needed.

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 27 November**.

A table for your taught postgraduate external examiners' reports will be circulated in February 2016. 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 2016.

Your completed APR pro forma and undergraduate external examiners' table should be submitted to the Academic Support Office (aso@york.ac.uk) by Friday 27 November 2015.

Further information and guidance on APR 2014/15

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

<https://www.york.ac.uk/about/departments/support-and-admin/academic-support/staff/quality-assurance/>

UTC departmental contacts:

<https://www.york.ac.uk/about/organisation/governance/sub-committees/teaching-committee/contacts/>

(please note that some contacts may change at the start of the academic year due to changes to UTC membership. Where this happens we will let you know asap).