

# 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**  
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CC: Departmental Administrators  
Members of UTC  
QA Team

4 May 2016

### **Annual Programme Review 2015/16**

Please find enclosed the APR pro forma and guidance for reflecting on academic year 2015/16. 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 2015/16 academic year should be completed in the Autumn Term, with departments submitting APR documentation to UTC **by 25 November 2016**. This will enable UTC/YGRS 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:

- **Your departmental UTC contact (see link below) should attend your APR meeting. Please set the date for your APR meeting in coordination with your departmental UTC contact to facilitate their attendance, and by the start of the Autumn Term at the latest. They should also receive documentation in advance of the meeting.**
- 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 (UG, PGT, and PGR) should attend the relevant meeting(s). See the pro forma and guidance for more information about student involvement.
- 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 25 November**.

A table for your taught postgraduate external examiners' reports will be circulated in February 2017. 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 2017.

**Your completed APR pro forma and undergraduate external examiners' table should be submitted to the Academic Support Office ([aso@york.ac.uk](mailto:aso@york.ac.uk)) by Friday 25 November 2016.**

### **Further information and guidance on APR 2015/16**

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).