

# THE UNIVERSITY *of York*

## MEMORANDUM

To: Chairs of Boards of Studies  
Chairs of Graduate School Boards

FROM: **Professor John Robinson**  
**Chair of Teaching Committee**  
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CC: Departmental Administrators  
Research Excellence Training Team  
Members of UTC  
Members of FLTGs  
Members of YGRS PPSC  
YUSU and GSA  
Academic Quality Team

25 April 2017

### **Annual Programme Review 2016/17**

Please find enclosed the APR pro forma and guidance for reflecting on academic year 2016/17.

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 2016/17 academic year should be completed in the Autumn Term, with departments submitting APR documentation to UTC **by 15 November 2017**. This will enable Faculty Learning and Teaching Groups/UTC/YGRS to consider the reports and provide departments with feedback early in the Spring Term.

#### **APR process 2016/17**

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 a number of revisions have been made for this year's process:

##### *APR pro forma*

- This year *undergraduate* programme leaders are asked to complete a separate short reflection on the programme(s) they lead, reviewing the ongoing work to implement the York Pedagogy for undergraduate programmes and to ensure the APR process focuses on individual programme reflections. The *Individual Undergraduate Programme Review* pro forma should be completed in good time to share with colleagues and students to inform the APR meeting. The Department should retain the pro forma, which may be requested at a later date, for example as part of Periodic Review.
- The department-level APR pro forma has been reorganised to account for the implementation of the York Pedagogy. It is organised into Sections A-D to facilitate reflection on: the development of undergraduate programmes as part of the York Pedagogy, reflections on taught provision at all levels, reflections on postgraduate research provision and student representation covering all provision.
- The guidance notes for APR have been updated to reflect the new process and revisions to the pro forma and you should consult this guidance before embarking on the APR process.

## APR meetings

- **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 no later than by the start of the Autumn Term. They should also receive documentation in advance of the meeting.**
- Student representatives should be fully involved in the APR. 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.
- The guidance at the end of the pro forma will assist you in organising your APR meeting. 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 AQ 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. You should return the updated table to the Academic Support Office with your APR report **by 15 November**.

A table for your taught postgraduate external examiners' reports will be circulated in February 2018. 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 2018.

**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 Wednesday 15 November 2017.**

### **Further information and guidance on APR 2016/17**

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).