THE UNIVERSITY *of York*

MEMORANDUM

To: Chairs of Boards of Studies   FROM: **Professor John Robinson**
        Chairs of Graduate School Boards   **Chair of Teaching Committee**

CC: Departmental Managers/Administrators
        Research Excellence Training Team
        Members of UTC
        Members of YGRS PPSC
        YUSU and GSA
        Academic Quality Team
        Faculty Employability Managers

11 May 2018

Annual Programme Review 2017/18

Please find enclosed the APR pro forma and guidance for reflecting on academic year 2017/18. 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 2017/18 academic year should be completed in the Autumn Term, with departments submitting APR documentation to the Academic Support Office **by 14 November 2018**. 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 2017/18

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 *all* programme leaders are asked to complete a separate short reflection on the programme(s) they lead (Programme Leader for Combined Programmes, reporting in the APR of the Lead Department), reviewing the ongoing work to implement the York Pedagogy and to ensure sufficient focus within APR at the *programme*-level. The pro forma for the programme-level reflection (*Individual Programme Review* pro forma) has been simplified to focus on major issues, risks and planned actions.   Programme-level reflections should be completed in good time to share with colleagues and students to inform the departmental

APR meeting. The Department should retain the pro forma, which may be requested at a later date, for example as part of Periodic Review.

- Department-level APR pro forma.
    - Sections A, B and D of the form make clearer the request to include comment on all aspects of taught provision, recognising the increasing diversity of our programmes delivered through such as the IPC, CPD and Distance Learning.
    - A question has been added (B4) asking for comment on how effectively programmes prepare graduates for employment, following feedback from UTC and recognising the importance of employability in the York Pedagogy.
- The guidance notes for APR have been updated to reflect the 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.** If you do not yet have a UTC contact, you will be informed who your contact is by the ASO during the summer vacation.
- Student representatives for all constituent groups within the department 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 should attend the relevant meeting(s). See the pro forma and guidance for more information about student involvement.
- The APR guidance 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 September you will receive a table of comments and issues (via a Google Sheet) 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 the date that the department provided a written response to the external examiner. The deadline for completion of the table will be confirmed when the table is circulated but is likely to be around the beginning of November.

A table for your taught postgraduate external examiners' reports will be circulated (via a Google Sheet) in February 2019. 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 2019.

Your completed APR pro forma should be submitted to the Academic Support Office (aso@york.ac.uk) by Wednesday 14 November 2018.

Further information and guidance on APR 2017/18
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).