Al-Maktoum College of Higher Education

Annual Programme Review

Department/Team	Procedure
Academic	**Academic Procedure 001**
Reference No.	**Version No.**
ALM/ACD/PRO/001/RV6	6

Approved by:

Board/Committee	Date
Academic Council Academic Quality & Standards Committee	September 2024

Date of next review:
July 2025

Annual Programme Review

Introduction

The Annual Programme Review (APR) process is critical to the ongoing enhancement of programmes, learning opportunities and awards made by the College that underpin the student experience. The APR procedure has been developed to enable a pro-active approach to annual monitoring of all programmes, based on the principles of continuous reflection and aligned to the release of academic quality data across the academic year.

The APR procedure provides a framework for programme areas to review and formalise existing enhancement and reflective practice, and to offer a formal and coherent vehicle for the consideration of a range of existing data including External Verification reports, student feedback, enrolments, progression, completion, assessment results, programme outcomes and employability. These are captured throughout the academic year to drive continuous enhancement and improvement of the student experience. The Annual Programme Review is also directly informed by the Unit Coordinator Reports, drawing on the findings of this closely allied process among its constituent units.

Annual Programme Review is informed by the QAA Quality Code Advice and Guidance on Monitoring and Evaluation and is managed and disseminated via the Boards of Study Meetings. Programme Leads should familiarise themselves with the College, SQA and QAA guidelines and arrangements, as every review should be approved by the BoS and TeLSEC committees prior to final submission to the Academic Council.

It is expected that students will participate actively in the APR. This usually takes place through student representation in Boards of Study, however more active involvement from the wider student body in Staff-Student Forums will also be promoted. Members of academic staff and external colleagues trained in quality assurance can be brought in to contribute, or in an advisory capacity. For support and advice on involving students with Annual Programme Review, please discuss at the BoS meetings.

Unit Review

The units offered at the college should be formally reviewed after each delivery point i.e. at the end of the semester, taking into account student feedback, student performance, lecturer-reflection and all appropriate external reports and reviews. This is to ensure the units and programme remains current, informed by research/practice and ensures there is a continuous enhancement of delivery and assessment. The Unit Coordinator Reports provides a detailed foundation for Programme Leads to complete the Annual Programme Review process, and this ultimately forms part of the Periodic Programme Review and informs the College's Academic Quality and Governance processes, providing academic integrity and ensuring quality and standards.

The new Annual Programme Review template can be found in Appendix 1.

Appendix 1

Annual Programme Review Template

To be submitted at the first Board of Studies Meeting of the Academic Year

Award Title	
Session appraised	
Mode(s) of delivery	
No. of students registering	
No. of students withdrawing	
Pass rate (%)	

Appraisal data

	Received and considered?					
Student enrolment data	Yes		No		N/A	
Qualifications on entry	Yes		No		N/A	
Student progression	Yes		No		N/A	
Module reports from tutors	Yes		No		N/A	
Module surveys	Yes		No		N/A	
Destination of Leavers	Yes		No		N/A	
Feedback from student voice meetings/reports	Yes		No		N/A	
Internal Verifier/External Examiner Reports	Yes		No		N/A	
List any other sources of information/data considered as part of this report:						

Complete the following sections, assigning comment, where relevant, to the specific student group concerned, e.g. full-time/part-time/distance learning/online students.

SECTION 1   ANALYSIS OF PROGRAMME PERFORMANCE
Section 1.1   Application, Enrolment and Entry Standard Data
Please review the data relating to enrolments and student demographics for the programme.

Consider the overall numbers and the profile and diversity of the student body. Please highlight any notable achievements or any issues to be addressed, and outline any actions taken or planned.

Section 1.2   Student Progression, Attainment & Retention

Please review the data relating to module performance, student progression, student attainment, and student retention. Please highlight any trends, significant achievements and any issues to be addressed, and outline any actions taken or planned.

Section 1.3   Employability
Highlight employability initiatives embedded within the programme and reflect on any significant issues raised from the analysis of *Destination of Leavers* data. Explain actions taken or proposed to address issues of concern.

SECTION 2   EXTERNAL BENCHMARKS
Section 2.1   Internal Verifier/External Examiner Annual Reports
Highlight the positive commentary as well as any significant issues raised in *Internal Verifier/External Examiner Annual Reports* and explain any actions taken or proposed.

SECTION 3   STUDENT EXPERIENCE

Highlight any significant positive issues or areas requiring attention in relation to the student experience. Explain actions taken or proposed where relevant.

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SECTION 4   EVALUATION OF CHANGES TO THE PROGRAMME THIS YEAR:

Identify learning points from changes made to the programmes this year. Changes made that were not successful are as important as changes that have been successful.

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SECTION 5   QUALITY ENHANCEMENT

Strengths: What worked well in the programme?

Weaknesses: What did not work well in the programme?

Identified Good Practice: Identify any examples from the programme of good practice/innovation which are worthy of wider dissemination.

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SECTION 6   CHALLENGES & RESPONDING ACTIONS

Reflecting on the previous sections, what are your challenges and proposed changes over the next year and how are you planning to address these?

Signed by Programme Leader	Date

Any comments from the College Principal to this Annual Programme Annual Review?

The above Annual Programme Review is endorsed by the College Board of Studies UG/PG	
Date of approval:	