**ANNUAL PROGRAMME REVIEW for 2016/17**

**Taught postgraduate programmes**

**1. Title of programme(s) covered by this report**

Include the full title(s) of all programme(s) of study, including programme(s) routes. A separate annual report must be produced for every programme of study, or cluster of related programmes.

**2. Action points addressed from previous Annual Programme Review**

Please list the action points from the previous APR and the actions taken.

Identify timescales for any on-going actions (any outstanding actions from the previous year carried forward should be included in Section 16 below).

**3. Student numbers**

Please provide a commentary to reflect on the intake at the start of the academic year under review and to identify any implications for the delivery of learning and teaching and how they have been addressed.

NB. The BI datasets are produced by Strategic Planning by early January.

This might include:

* Changes to student numbers in comparison to previous years;
* Changes to entry qualification levels or the balance of qualifications;
* Any changes or special features of the balance of the cohort eg. gender, socio economic groups, ethnicity, etc.

**4. Student progression and awards**

Please provide a commentary on student progression through the programme.

* Draw out any significant dimensions affecting progression of specific groups of students and detail any initiatives to identify and improve retention and progression of these groups;
* Provide an action plan (with responsibilities and dates identified) to be taken to address any progression issues. These actions should also be summarised in Section 16 below.

Please provide a commentary on the awards made in this academic year in comparison to previous years and identify any changes or anomalies in the distribution of classification of degrees obtained in this academic year.

The data analysis should include, where applicable:

* a summary of the awards made and a comparison with previous years;
* where required a commentary on the module marks distribution may help inform the analysis;
* In cases of unusual (anomalous) distribution of marks, the data should be compared with other modules within the same subject area and across the cohort. Any actions arising from this analysis should be included in Section 16 below (action plan).
* Provide a plan of actions (with responsibilities and dates identified) to be taken to address any award issues identified. These actions should also be summarised (or cross-referenced) in Section 16 below.

**5. Comments made by external examiners**

Please include here a summary of the issues arising from the external examiners’ reports on the programme. Where applicable, areas of good/best practice should be identified alongside issues for further enhancement/development.

Programme team responses to external examiners should inform the action plan (see Section 16 below) and be agreed by the Board of Studies.

**6. Evaluation and feedback from students**

Please provide an analysis of module/level/programme evaluation and feedback from students to include:

* a commentary on Module Evaluation Questionnaire (MEQ) results, including qualitative/freeform comments: MIRS report **R160F** Module Evaluation Questionnaire provides module data breakdown by Faculty and Subject Area;
* where applicable, include any feedback from students received via SSLC, Board of Studies, etc.;
* a commentary on the PTES.

Please include specific actions taken or planned to address issues raised by students. Agreed responses should inform the action plan (see Section 16 below) and should be fed back to students.

**7. Changes to the programme (s) and issues raised through validation, periodic review, PSRB accreditation, programme benchmarking, etc**

Please provide a commentary on any major changes made to the programme during the academic year and any assessment of the effects of these changes. It is particularly important to ensure that any recommendations from validation or periodic review have been reported here.

The issues addressed and any ongoing or outstanding action(s) required should be identified.

**8. Delivery by distributed/distance learning mode of study**

If the programme(s) are delivered by distributed or distance learning please include an evaluation of the delivery with reference to particular issues, for example technical/pedagogical issues specific to the method of delivery (e.g. SurreyLearn), etc.

**9. Programme(s) with Collaborative Elements**

If the programme(s) have a collaborative element, please include a synopsis of the agreement type (eg articulation, dual/double degree) and provide an evaluation of the initial review (if the initial review is due) and monitoring of the collaborative partner, highlighting any issues or best practice.

**10. Student placements**

Where relevant, include here any comment on any clinical/industrial/research placements, including issues arising or changes made.

Where applicable, please also include a commentary regarding the performance of specific student cohort groups.

**11. Students with disabilities and specific learning differences**

Record any programme-related issues which arose from or impacted on students with specific learning differences. These might include such issues as access to learning resources/physical space, exemplars of practice, reviews of learning outcomes/competencies to ensure there are no unreasonable barriers, staff training, and comments on progression of students with disabilities.

**12. Comments on quality enhancement activities within the programme and practice which might be usefully disseminated to other programmes/Faculties/colleagues**

Please provide examples of any quality enhancement activities (eg development workshops, innovative teaching practices, etc) aimed at improving the quality of learning opportunities which have taken place in the last academic year and indicate if any further developments are planned.

Note here any practice which may prove useful or of interest to others.

**13. Changes in resources**

Please include here a summary of any issues arising from the resources (material or human) available for the delivery and development of the programme.

**14. Any specific learning and teaching issues to bring to Faculty/University attention**

Please include any learning and teaching issues which you feel should be raised with the Faculty or the University.

**15. Other**

Include here any programme-related issues you wish to record which do not fall within sections above

**16. Actions agreed at the Board of Studies**

Please provide a statement of the actions agreed by the Board of Studies for implementation in the current academic year, including those carried forward from the previous year.

Wherever possible the School/Department should adopt SMART actions/objectives:

* Specific – objectives should specify what they want to achieve;
* Measurable – you should be able to measure whether you are meeting the objectives or not;
* Achievable - are the objectives you set, achievable and attainable?
* Realistic – can you realistically achieve the objectives with the resources available?
* Time constrained – when do you want to achieve the set objectives/complete the actions?

This Annual Programme Review and the Actions arising were discussed and agreed at the Board of Studies meeting held on …….

Signed by Director of Studies

Name………………………………………Signature…………………………...

Date…………………………………………

Seen and approved by Associate Dean (Learning and Teaching)

Name………………………………………Signature…………………………...

Date…………………………………………