

Last Updated: August 2018

POSTGRADUATE PROGRAMME ANNUAL REVIEW

Introduction

1. The Programme Annual Review (PAR) for taught programmes is an important part of the University's quality assurance processes. The PAR is an evaluation of a programme's performance over an academic year involving careful reading and evaluation of evidence and identifying areas for improvement based on that evidence. The PAR should be a reflective process for the programme team(s), providing an analysis of past performance and the development and implementation of evidence-based action plans for the future. The evaluation must draw upon programme data and the evidence will include:
 - Programme performance data
 - Changes to the curriculum
 - Module Evaluation Survey
 - External Examiner report(s) and response(s)
2. For the University, this process provides assurance that an academic review is taking place, and an opportunity to intervene in programme-specific issues where necessary. Immediate operational issues should be referred to line managers.

PAR report template

3. The PAR report comprises four sections:
 - Programme summary – to put the report into context, for example, if this is the first year of the programme, whether it has undergone periodic review, whether any innovative practices have been introduced and an assessment of them, strengths and weaknesses.
 - Key priorities from the previous academic year – monitoring progress of actions identified in the previous year
 - Standards, Quality and Enhancement Plan – highlighting key priorities or issues to address
 - Curriculum changes – that have been made in the year under consideration, or in the previous year and their impact during the year under consideration, or changes which are under discussion for the following year.

The LTQG scrutiny report is part of the PAR report and should be completed by the academic department LTQG Chair. If LTQG requires changes to the report, these need to be signed off by the LTQG Chair before the report is submitted to the Academic Office.

4. The Standards, Quality and Enhancement Plan should highlight key issues or areas to be addressed across the programme. By using performance indicators, the plan should

address the core university issues around teaching excellence, student satisfaction, retention and graduate progression, including by different student groups.

Completion and approval of PAR report

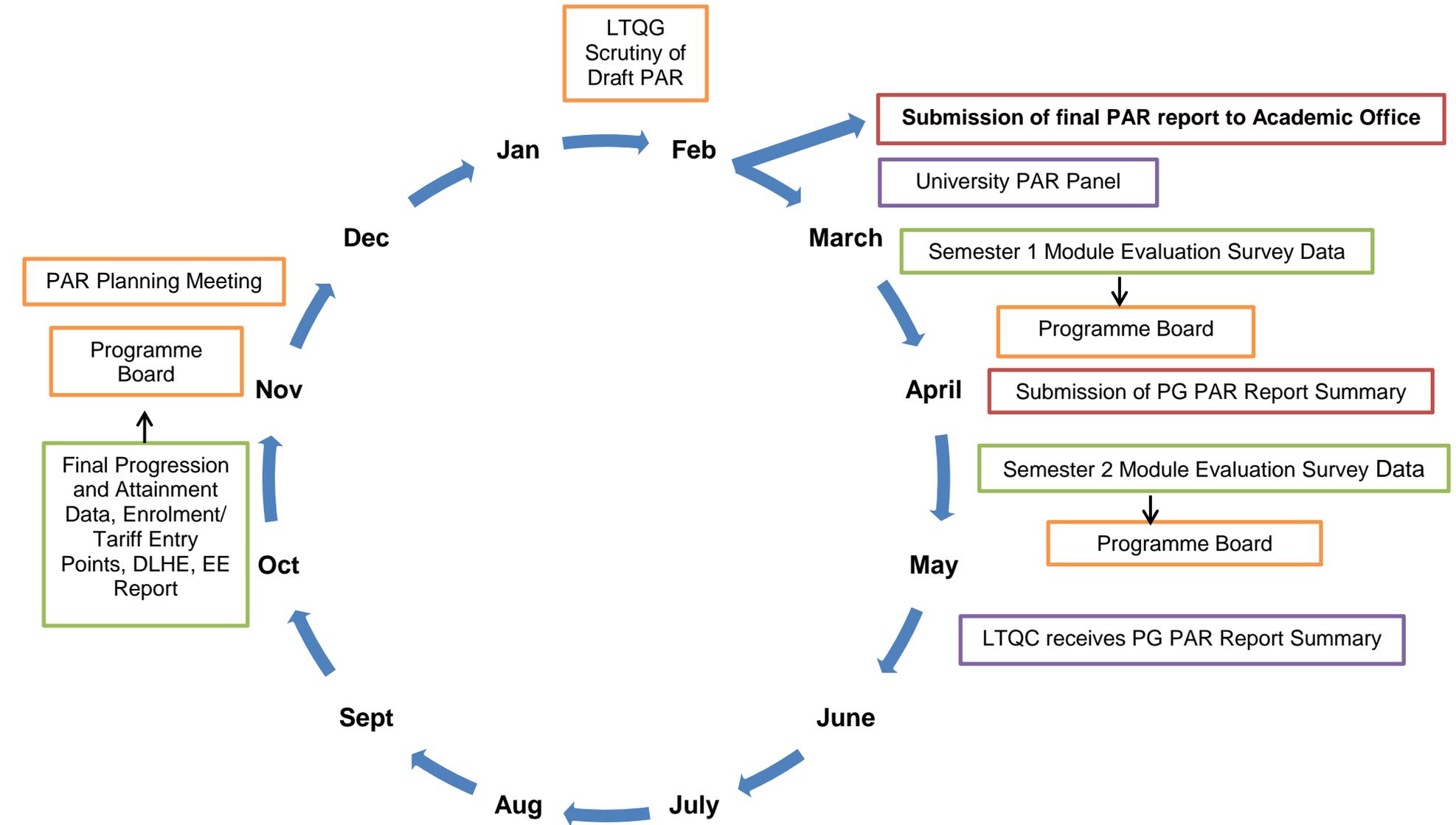
5. Programme teams should hold a PAR planning meeting following the final Programme Examinations Board of the year. The team will evaluate the current state of the programme using the data provided and the existing Standards, Quality and Enhancement Plan and consider what improvements need to be considered.
6. The performance data is available on the [Planning Department website](#) which will be updated over the summer. These include:
 - Non-continuation
 - Graduate employment and further study (all these are in the TEF data sheets)
 - MES data
 - Subject-level “split metrics”
 - Distribution of awards
 - Module attendance and failure rates
7. The draft PAR report will then go through a scrutiny process at an extraordinary meeting of the LTQG, or subgroup of it. This should take place in early January, but can be before, and the outcomes recorded on the PAR LTQG scrutiny report. This scrutiny process should assess the evaluation of the data and the conclusions being drawn, including highlighting any factual inconsistencies in the document or possible typographical errors. Teams should ensure that, where required, revisions are made to the report and they are signed off by the LTQG Chair on the scrutiny form before it is submitted to the Academic Office. Where there are considerations for the University, these need to be noted in the scrutiny form and approved by LTQG.
8. The final, revised version of the PAR report must be submitted to the Academic Office by early-February and will be considered by a University PG PAR Panel, chaired by the Deputy Provost: Learning and Teaching, in March. The Programme Convener (or designate) will be invited along to this meeting in slots allocated by the academic department. A PAR summary report will be produced subsequently which will be submitted to the Learning, Teaching and Quality Committee.
9. Collaborative partners are expected to complete a PAR report for both validated and franchised taught programmes. The Link Tutor is considered to be part of the programme team and should contribute to the writing of the PAR report, but not to its scrutiny. The Collaborative PAR reports will go through the same scrutiny process as internal programmes.
10. Postgraduate PAR Cycle Schedule

November	Programme Board (review final progression and attainment data, enrolment/tariff entry points) Update Standards, Quality and Enhancement Plan
November/December	PAR planning meeting (review progression and attainment data, DLHE, EE report)
November to January	Drafting of PAR report

January	LTQG scrutiny of draft PAR report
By early February	Submission of final PAR report to Academic Office
March	University PAR Panel
March/April	Programme Board (review Semester 1 Module Evaluation data) Update Standards, Quality and Enhancement Plan
May	Programme Board (review Semester 2 Module Evaluation data) Update Standards, Quality and Enhancement Plan
May	LTQC approve PAR report summary

11. See Annex A for the PG PAR cycle.
12. See Annex B for the PG PAR report template

Annex A
 Postgraduate Programme Annual Review (PAR) Cycle Diagram



UNIVERSITY OF ROEHAMPTON

Postgraduate Programme Annual Review Report

Programme Annual Review (PAR) for taught programmes is the cornerstone of the University’s quality assurance processes. It is an evaluation of a programme(s) following a review of evidence including programme performance data, external examiner reports, student achievement data, Destination of Leavers from Higher Education (DLHE) and professional, statutory and regulatory body (PSRB) reports. PAR should be a reflective process for the programme team(s), providing analysis of past performance and the development and implementation of evidence-based action plans for the future. The programme team must use data from the Planning department in order to provide analysis of the performance of the programme.

Academic Year:	
Programme(s):	
Academic department:	
Collaborative Partner (if applicable)	

<p>1. Programme Summary [Max. 500 words] The section should give context to the report, e.g. student numbers, first year of programme, periodic review and identify key points related to the programme from the previous academic year including identifying the strengths and weaknesses. The section should also include any innovative practices to learning, teaching or research, introduced in the previous academic year and the programme team’s assessment of them.</p>

2. Key priorities from the previous academic year taken from the previous year's PAR report

Priority	Actions	Progress	Completed/ongoing

3. Standards, Quality and Enhancement Plan

The Standards, Quality and Enhancement Plan should highlight key issues or areas to be addressed across the programme. By using performance indicators, the plan should address the core university issues around teaching excellence, student satisfaction, retention and graduate progression. The programme team should also comment on sector benchmarks for equivalent programmes. For PAR reports covering a programme cluster, actions relating to individual programmes must be flagged where appropriate.

Student success (non-continuation, academic achievement, split metrics e.g. BAME data)

Priority	Action	Responsibility

Quality of teaching (MES, UKES, distribution of marks)		
Priority	Action	Responsibility

Graduate employment and further study (DLHE)		
Priority	Action	Responsibility

Quality and standards (External examiner reports)		
Priority	Action	Responsibility

Student recruitment

Priority	Action	Responsibility

4. Curriculum changes

This section should summarise modifications and curriculum developments to the programme. Comment on the changes made to the programme which have been implemented in the academic year under consideration, detailing why they were made and if they were successful. This section should also comment on curriculum changes proposed, either as part of modification or periodic review, for the following academic year.

Programme Convener	
Programme Convener signature	
Date	
Head of Department/School (or nominee)	
Head of Department/School (or nominee) signature	
Date	

Postgraduate Programme Annual Review (PAR) LTQG Scrutiny Report

Academic Year:	
Programme(s):	
Academic department:	
Collaborative Partner (if applicable)	

Identify any key issues that should be considered by the University PAR Panel

Where innovative approaches to learning and teaching or research have been identified, examples should be provided

	Yes	No	N/A
Has the programme team fully reported on progress against last year's priorities?			
Does the Quality, Standards and Enhancement plan have targeted objectives that have been identified as a result of the review?			
Has the programme team used and referenced the full range of the evidence base available? (Programme performance data, external examiner reports, student achievement data, Destination of Leavers from Higher Education (DLHE) and Professional, Statutory and Regulatory Body (PSRB) reports)			
Is there evidence that the programme team has addressed the core university issues around teaching excellence in particular student satisfaction, retention and graduate progression?			
Is there sufficient evidence of the student and graduate voice?			
Has the programme team referenced sector benchmarks for equivalent programmes?			
Has the programme team responded to PSRBs requirements where appropriate?			

Where 'no' has been indicated above, additional commentary should be provided

The programme convener is required to make any requested updates as indicated on the scrutiny report, prior to sign off by the LTQG Chair/Scrutineer and submission to the Academic Office

LTQG Chair/Scrutineer's name:
LTQG Chair/Scrutineer's signature:
Date: