Student Feedback

- Student feedback is sought by a variety of methods; informal discussion in class, the Student Course Evaluation Forms (SCEF) and through Student Staff Liaison Committees (SSLCs).
- Course coordinators are encouraged to feedback to students the outcomes of the SCEF exercise at the earliest opportunity.
- **Timing:** during course and by the end of the course (for on-line SCEFs)

Annual Course Review (ACR)

- The course coordinator reviews all feedback from students and the course team and produces the ACR report.
- **Timing:** as exam results are required, full completion of the form is likely to be end January (for first semester courses) and end June (for second semester courses).
- ACRs should be published as soon as possible to Students via Myaberdeen
- The Quality Assurance Committee (QAC) will randomly sample ACRs from each School each academic year.

Annual Programme Review (APR)

- All ACR reports within Disciplines should be considered by the Heads of Discipline or School Director of Teaching (for single discipline Schools), likely following discussion at discipline and/or School fora where T&L matters are discussed. The Heads of Discipline or School Director of Teaching will complete the Programme Review Proforma (APR).
- **Timing:** 31 August (UG programmes), 30 November (PGT Programmes)

School Teaching and Learning Committees

- The Annual Programme Review Proforma (APRs) should be discussed at a meeting of the School Teaching & Learning Committee where issues or themes common to the School should be considered.
- **Timing:** June

Head of School

- The Head of School should consider and sign off all Annual Programme Review Proforma (APRs)
- Copies of the APR reports should be sent to the Clerk of the Quality Assurance Committee (academicservices@abdn.ac.uk)
- **Timing:** 31 August (UG programmes), 30 November (PGT Programmes)

Quality Assurance Committee

- QAC will consider all Discipline Summary Course and Programme Review Proforma (APRs) feeding back to Schools as appropriate