ANNUAL COURSE AND PROGRAMME REVIEW

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

The Annual Course Review and Programme Review proformas for use by Schools for both UG and PGT courses are available as AQH Appendix 3.2 and Appendix 3.3 respectively.

1 The design and management of review procedures for the constituent courses of the MBChB and BSc Med Sci degrees rests with the Evaluation Committee. The review of Interdisciplinary Courses is overseen either by the Co-ordinator’s Head of School or the Interdisciplinary Degree Programme Co-ordinator, or in the case of Sixth Century Courses, by the Vice-Principal (Learning & Teaching).

31-Oct-16