Academic Quality Handbook
Annex B to Appendix 3.8

University of Aberdeen

INTERNAL TEACHING REVIEW

PROGRAMME REVIEW REPORT

Note: the Programme Review exercise should cover all of a School's taught programmes of study. In many cases, it will make sense to combine review reports for similar degree programmes in a single document. Schools preparing for Programme Review / Internal Teaching Review (ITR) should consult the ITR Coordinating Reviewer in Registry (telephone extension 3936; e-mail: academicservices@abdn.ac.uk) and agree a suitable level of aggregation. For the purposes of this form the word programme refers to the programme or the subject area/collection of programmes selected for review. For the purposes of this form the word School as used here refers to the School or other academic unit selected for review.

This form should be submitted as an Appendix to a School’s Internal Teaching Review Self-Evaluation Document. See the document Information for those preparing for Internal Teaching Review (Appendix 3.8 of the Academic Quality Handbook) for further details.

AIMS

The Programme Review Report form has been designed to assist Schools (or other agreed units of review) in:

- demonstrating that the programme’s aims and intended learning outcomes remain current and valid in light of developing knowledge in the discipline, and practice in its application;
- evaluating the extent to which the intended learning outcomes are being attained by students;
- evaluating the continuing effectiveness of the curriculum and of assessment in relation to the achievement of academic standards;
- identifying any areas of concern and appropriate remedial action, where necessary;
- identifying whether any amendments to the programme and/or its constituent courses are necessary;
- demonstrating to Internal Teaching Review panel members that the School has robust procedures for conducting regular review of the teaching activities / learning opportunities that it provides.

PROGRAMME REVIEW/ITR TIMETABLE

Internal Teaching Reviews normally will take place once every sixth year. Since Programme Review Reports are to be submitted as part of the documentation, programme review should be completed by the start of the academic year in which the Internal Teaching Review will take place.

The timetable for Internal Teaching Review (and Programme Review) has been agreed by Heads of Colleges, in consultation with Heads of School and the University Committee on Teaching and Learning. The standard timetable for the completion of Programme Review and the submission of Internal Teaching Review documents is as follows¹:

¹ In exceptional circumstances, alternative deadlines to those given here may be agreed.
1. Programme / subject area title: 

2. Sponsoring School(s): 

3. Programme Co-ordinator(s): 

4. Review Period: 

5. Briefly describe the programme review process. Indicate the following: from whom feedback was obtained and in what form (please identify measures to ensure inclusivity of relevant stakeholders, including students, National Student Survey (NSS) and Institutional Student Survey (ISS) outcomes, external examiners and where appropriate, external agencies); the nature of any questionnaires used and the numbers returned; which staff were involved in conducting the review. 

6. Summarise, and give reasons for (cress referencing with Q5 as appropriate), the major changes to the programme implemented during the review period and indicate their relative success: 

7. Give a critical commentary on the relative success of the programme, with specific reference to strengths, weaknesses and any areas of concern, as perceived by staff, students, graduates, employers, Programme Advisory Board (PABs), external examiners, Professional Statutory Bodies (PSBs) (where applicable). 

8. Give a critical commentary on the extent to which the programme aims and intended learning outcomes (a) are being attained by students at an appropriate level and (b) remain appropriate (particularly in light of developments within the discipline and any other external references e.g. changes in student demand, employer expectations, graduate labour markets or PSB requirements, where relevant): Within your analysis, make reference to the statistical profile provided by Registry (include or append relevant data) and any complementary data maintained by the School and/or provided from other professional sources (e.g. NSS data). In doing so please provide an account of registrations (including admissions, progression and retention), degrees awarded, course pass rates, and first destinations of leavers. Highlight any key relationships.
identified, for example between student entry qualifications and assessment outcomes, or the evaluation and comparison of the distribution of marks and Honours classes.

9. Critically evaluate the range of the programme’s assessment methods (including, but not exclusively, the opportunities for use of self assessment, peer assessment, online, formative and summative assessment), in relation to the extent that all students have the opportunity to achieve the highest standards of award:

10. Describe and critically evaluate the programme level support arrangements provided by the discipline/School and/or central student support units. You may wish to refer to induction arrangements, on-going academic support, pastoral support, and the availability of learning resources. You may also wish to include recent examples of how students with differing needs have been supported.

11. To what extent has programme design and delivery been influenced by developments in learning and teaching pedagogy and technology.

12. Summarise any proposed amendments to the programme and its constituent courses arising from the review. Include any implications for staff development and list any issues for discussion with the Head of College.
13. Give any other comments arising from the review:

Signed: ...................................................... Date: ........................................
(Report Author)

Position ......................................................

Signed: ...................................................... Date: ........................................
(Head of School, or nominated deputy)