



leeds metropolitan university

Academic Principles and Regulations

Section B6: Annual Review and Enhancement of Academic Provision in Approval

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SECTION B6: ANNUAL REVIEW AND ENHANCEMENT OF ACADEMIC PROVISION IN APPROVAL

B6.1 Annual Review and Enhancement: General

B6.1.1 University Requirement

The University requires that all academic provision is annually reviewed in order to ensure both that its quality and standards are operating as intended and that programmes of quality enhancement are developed, implemented and evaluated.

B6.1.2 Components of Review

The components of review comprise:

- Student Focus Groups
- Scheme/Course Development and Enhancement Meetings
- Annual reports (Scheme/Course, Faculty, Service Area and University)

B6.1.3 Focus of Review: Schemes and Courses

Schemes and Courses within the University are reviewed in order to:

- ensure that the programmes remain current and valid in the light of developing knowledge in the area and the practice of its application;
- evaluate the breadth and depth of student achievement, the overall student learning experience and the extent to which the intended learning outcomes are being attained by students;
- evaluate the continued effectiveness of the curriculum and assessment practices in relation to the intended learning outcomes and in line with the provisions of Section C5: Management of Assessment;
- ensure that appropriate action be taken to address issues of quality, standards and enhancement;
- consider the level of ongoing external involvement, and relevant external issues.

B6.1.4 Annual Programme of Review

It is the responsibility of each Dean of Faculty or Associate Dean to ensure that an appropriate annual programme of review is established for all of the Faculty's provision. A planned programme of annual review must be provided in accordance with B2.2.2.

B6.1.5 Purposes of Annual Review

The purposes of Annual Review at Faculty level are to:

- ensure that the Scheme, Course or designated grouping of Courses are

operating to accepted levels of quality and standards

- and
- facilitate the development, operation and monitoring of a programme of quality enhancement in relation to the Scheme, Course or designated grouping of Courses.

B6.2 Annual Review: Sub-Faculty Level

B6.2.1 Annual Review at sub-Faculty Level

The purposes of annual review of provision at the sub-Faculty level are twofold:

- enhancement of the quality of the student experience
- assurance of the academic standard of the provision.

B6.2.2 Scope of Review

The processes of annual review will reflect the scale and nature of the provision.

B6.2.3 Provision of Data by the University

It is the responsibility of the University to provide data for use at sub-Faculty level during the course of the academic year. The information provided will include:

- National Student Survey
- Cohort Statistics
- Non-completions
- External Examiner Reports

B6.2.4 Other Information

Other relevant information will be derived from within the Faculty, for example module evaluation outcomes or issues raised by the Student Focus Group; or from external sources, for example employers or Professional, Statutory or Regulatory bodies.

B6.2.5 Sub-Faculty Level Annual Reports

The Dean of Faculty or Associate Dean is responsible for annual reporting to Faculty Board using standard proforma provided by Quality, Standards, Review and Enhancement.

B6.3 Annual Review: Scheme/Course Annual Review Meetings

B6.3.1 Establishment

A Scheme/Course Annual Review meetings shall be established to ensure each Scheme or Course in the University is appropriately considered.

Where this raises serious logistic problems, the matter shall be raised with the Dean of Faculty or Associate Dean who will agree an appropriate process by which essential staff and student

input into the programme in question can be obtained.

B6.3.2 Responsibilities of the Monitoring and Review meetings

The Scheme/Course annual review meetings are responsible for:

- Review of academic matters relating to the Scheme/Course and recommendations for action
- Review of matters relating to the quality of the student experience, student outcomes and recommendations for action.

B6.3.3 Reporting

The Scheme/Course Annual Review meetings will report to the Dean or Associate Dean and the Faculty Board or its committees.

B6.3.4 Membership

The membership, remit and operation of the Scheme/Course Annual Review meetings will be in accordance with guidance published by the Registrar and Secretary's Office.

B6.3.5 Annual Review: Scheme/Course Development and Enhancement Meetings

Scheme/Course Development and Enhancement meetings will be convened during the year. The major emphasis of these meetings is on the development and enhancement of the Scheme/Course

The membership, remit and operation of the Scheme/Course Team Development and Enhancement meetings will be appropriate to the Scheme/Course and in accordance with guidance published by the Registrar and Secretary's Office.

B6.3.6 Student Focus Groups: Establishment

Student Focus Groups or equivalent must be established to ensure appropriate student contribution to discussions on the operation and development of Schemes and Courses. Each Scheme, Course or designated grouping of Courses should decide how best to establish these.

B6.3.7 Purpose

Student Focus Groups are intended to provide a flexible forum in which students can raise issues which are of current concern and discuss them with staff.

B6.3.8 Outcomes

All views, concerns, suggestions and action taken must be recorded at the next Scheme/Course Development and Enhancement meeting. Any

action taken in response to student feedback must be reported to students at the earliest opportunity.

B6.3.9 Development and Enhancement

Within this process, the major emphasis of the Monitoring and Review meetings should be future oriented and concentrate on development and enhancement of the provision.

B6.4 Annual Review: Faculty

B6.4.1 Consideration of the Sub-Faculty Level Reports

Sub-Faculty level reports will be considered by the Faculty Board or its committees.

B6.4.2 Faculty Annual Reports

The reports and the outcome of their consideration will form the basis of the Faculty Annual Quality Report. The content of the Faculty Annual Quality report shall include:

- Annual Review
- Currency of the curriculum
- Academic Standards
- Students' attainment of learning outcomes
- Student feedback
- Assessment, learning and teaching
- Collaborative partnerships
- External reviews and professional, statutory or regulatory body visits
- Review of previous action plan
- Issues for current action plan

The Faculty Annual Quality Report must be submitted to the Registrar and Secretary via Quality, Standards, Review and Enhancement in accordance with guidance provided by Quality, Standards, Review and Enhancement.

B6.4.3 Subject Areas

The Faculty Annual Quality Report should facilitate the identification of issues relating to subject areas, both those delivered wholly within the Faculty and those delivered across one or more Faculties, to allow for ease of compilation of any data or reports on these subject areas which may be required from time to time.

B6.5 Annual Review: University

B6.5.1 Quality, Standards, Review and Enhancement

Quality Standards, Review and Enhancement are responsible for producing a composite Annual Quality Report drawing upon the Faculties Annual Quality Report and Support Area Annual Reports.

B6.5.2 Support Area Reports

Support Areas are responsible for producing an annual report for submission to Quality, Standards, Review and Enhancement using the standard proforma and guidance provided by Quality, Standards, Review and Enhancement.

B6.5.3 Academic Board

The University Annual Quality Report will be reviewed by the Quality, Standards and Regulations Committee and prior to ratification by Academic Board.