De Montfort University Kazakhstan

Programme Leadership and Annual Programme Report (APR)

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1. **Introduction**

   1.1 Each programme within the University will have a designated Programme Leader who will prepare an Annual Programme Report. Annual Programme Reporting is an essential source of data for feeding into the periodic review of programmes, and for wider strategic planning within the University and to ensure compliance with the De Montfort University Leicester quality assurance mechanisms relevant to the franchised portfolio of programmes. Programme leadership is a function rather than a title although a faculty member who is not, for example, a Head of a College or Department, may have the formal title of Programme Leader. In the case of the faculty member that takes programme leadership duties, he/she will get a 25% reduction in teaching load. The programme leader is responsible for the overall coherence, delivery, planning, evaluation and enhancement of the academic programme. Additionally, the Programme Leader will form a Programme Committee, membership comprising faculty teaching on the programme and representatives from students taking the programme. Membership of the Programme Committee with be reported as an information paper to the Academic Board. The Programme Leader will prepare Annual Programme Report using the APR Template (Refer to Appendix I). The Programme Leader will chair the Programme Committee that will discuss the APR. In compiling this report, the Programme Leader will enlist feedback on the courses comprising the programme from the relevant faculty teaching these courses.

2. **Responsibilities**

   2.1 Working closely with the relevant faculty ensuring smooth delivering of the programme using appropriate learning and teaching and assessment methodologies and in respect of De Montfort University Leicester programmes, ensuring compliance with its policies and practices in this area.

   2.2 Ensuring the effective planning, management and review of the programme

   2.3 Responsible for taking forward and implementing any new programme proposals/ modifications to the programme that emanate from De Montfort University Leicester or are part of the portfolio of non-De Montfort University Leicester programmes developed by DMUK.

   2.4 Gathering and responding to the feedback on the programme quality from students (including the development of a graduate survey), external examiners and community stakeholders.

   2.5 Receiving course feedback from faculty teaching courses in the programme and together with the Programme Committee deciding on appropriate responses

2.6 Responsible for completion of the APR template, which should be finalized at the end of the academic year for it to be tabled in the Programme Committee and then forwarded to the Academic Board for discussion and approval.

Appendix I

ANNUAL PROGRAMME REPORT (APR) TEMPLATE

For Academic Year 20__

Academic Year:	
Programme Title:	
Programme Leader:	

1. Executive summary of the last academic year

Provide an overview of the programme over the past academic year.

Include evidence based references to any significant issues of good practice or concern relating to (where applicable):

- *Demand, recruitment, retention,classification and destination for leavers.*
- *programme content, delivery, assessment*
- *support and guidance for students including equalities issues*
- *learning and teaching resources*
- *staffing and staff development*
- *collaborative working/partnerships*
- *student exchange and placement provision*

Sources of data

- *annual programme statistics*
- *external examiner feedback*
- *student feedback (e.g., course and teacher evaluations)*
- *staff feedback (e.g. annual monitoring of courses);*
- *where applicable, outcomes from a recent periodic review or professional accreditation review that has taken place since the last annual programme review was undertaken, and*
- *other feedback e.g. any issues raised in meeting the needs of particular groups of students (including disabled students), employers, placement providers*

2. Summary of Action Plans

Summarise here actions taken and recorded since the previous APR and as follow up from a 5-year Programme Review. Identify timescales for any on-going or planned actions.

Issue	*Action Taken/To be Taken*	*Reason/Projected Impact*
e.g., accommodation made for disabled students		

3. Student Admissions

Should include:

- Specific admission numbers and admission trends
- Gender/ethnicity/disability analysis (i.e.,inclusiveness)
- Entry level scores in relation to other University programmes

Should also include an evaluation of the above data and action plan where appropriate.

4. Student progression and awards made

Should include:

- a summary of progression and retention data by year (or academic level) of programme
- a summary of number of degree (or other) awards made (including any classifications. Should also include an evaluation of the above data and action plan where appropriate i.e., where applicable, comparisons should make reference to data from previous years).

5. Graduate Employment

Should include available data on end destinations of graduates including those going onto further HE study or employment.

6. Changes to the programme

Should include here any programme changes. Specific focus should be given to changes made to the programme aims, programme and course learning outcomes, assessment, modes of teaching/delivery and a justification should be given e.g., emanating from De Montfort University (UK), external review, internal reflection, benchmarking etc.

7. External Examiner Feedback if Applicable

Set out the key points arising from the external examiner/s' report and any additional verbal feedback. Please summarise your approach to actions taken or planned in response to external examiner feedback and the anticipated impact of these.

Comments	PL Response

8. Evaluation and feedback from students

An analysis of programme and course evaluation and feedback from students should be included here. A major source of the former will be the graduate survey and the latter, the Course and Teacher Evaluation (CTE) scores. Where applicable, any differences in comments on the programme from previous years should be noted and an action plan developed, if appropriate. Similarly, trends in CTE scores should be identified and a plan of action developed if necessary.

9. Assessment of Learning Outcomes

Should include evidence of student attainment of programme and course learning goals/outcomes and approaches/initiatives to ensuring accurate measurement of these goals/outcomes e.g., development or refinement of rubrics. This is an area where action plans may be developed.

10. Co-curricular Courses
Should include any co-curricular development initiatives relevant to the programme [in the case of franchised programmes, by agreement with De Montfort University (UK)]. This is an area where action plans may be developed.

11. Internationalisation
Should include any initiatives taken in the programme to enhance the international aspects of the student experience and/or the curriculum. This should not be confined solely to student participation in the University student exchange programme but should detail initiatives taken or planned in addition to this programme.

12. Changes in resource implications
Should include here a summary of any changes to the resources (material or human) necessary for the successful delivery and development of the programme. Should also identify any staff development necessary to resource the programme.

13. Overall Evaluation
The Report should conclude with an overall evaluation of the programme that brings together what has been reported above and includes a critical reflection of the programme as a whole. Issues to be addressed include: • An overall evaluation of the curriculum and learning outcomes • Equality of entry to the programme e.g., no obvious gender or ethnicity bias • Evaluation of efforts made to enhance the programme where applicable, taking account of comments made in the last 5-year Programme Review and the previous Annual Programme Report • Progress made on action plans detailed in the previous Annual Programme Report • Future action plans • Any matters of concern not covered in this Report so far.