

**PART 1- Foundation Year Programme Review for the 2021-2022 reporting year**

The purpose of the programme review is to evaluate and reflect on teaching, learning and operations of the programme in the previous academic year. The process aims to identify successes and good practice that could be shared across the University and identifying areas requiring resolution and further development. The process aims to share insight on the student learning experience at programme level as indicated by the data insights from the core data sets which are: student continuation, retention, completion and progression. In addition, the annual report should take into account programme teams’ reflection and expertise, external examiners comments, student feedback and PSRB developments. Programme level data sets, sector-benchmarked and University aggregate level data is issued by the Strategic Planning Office. If there are any data related queries, please contact Strategic Planning as the primary data owners.

The programme enhancement plan (section 13) should be completed following collective reflection by the programme team reflection on all the data for the programme. Excerpts from the last External Examiner’s report and your response to external’s comments should be appended to this template prior to uploading the completed submission to the programme review [MS Teams site](https://livesmucac.sharepoint.com/:f:/s/ProgrammeReviews2019-20/EsyJ3VGTUxdHqGMcvn07sVIB8LINZyjLcDHLObycnn6QVA?e=pcCFyi) to inform Dean of Faculty or Director of Institutes overview report to Academic Board.

The annual monitoring procedures requires that once the Programme Review is completed, the programme review should be forward to the Secretary of F/IADC for their consideration and approval by the Faculty / Institute Academic Development Committee (F/IADC). Outcomes are also considered by the Student Experience and Enhancement Committee (SEEC) informing enhancements to the student experience. Thereafter, and under the direction of the Associate Dean: Student Experience (ADSE), Chair of the F/IADC and SEEC, the Programme Review will be used to inform Dean of Faulty/ Director of Institute Overview report and the annual Faculty/Institute Enhancement Plan or equivalent. Tracking and monitoring of the Enhancement Plans will be led by the Associate Deans and University scrutiny will be managed by the Chair of the University Academic Development Committee (ADC).

*The data on Retention, Awards, Graduate Outcomes and National Student Survey is available on Power BI application which can accessed via a web browser* [*https://app.powerbi.com/groups/me/apps*](https://app.powerbi.com/groups/me/apps) *or St Mary’s systems page on the website* [*https://www.stmarys.ac.uk/staff/systems.aspx*](https://www.stmarys.ac.uk/staff/systems.aspx)

*If you have any access issues, contact /log a call with the IT helpdesk who can resolve this for you.*

The Programme Review includes the following sections:

* Section 1: Progress update on last year’s programme enhancement plan (PEP)
* Section 2: Reflection on module achievement
* Section 3: Reflection on student retention
* Section 4: Reflection on finalist outcomes
* Section 5: Reflection on module evaluations
* Section 6: Reflection on Student Staff programme forums
* Section 7: Reflection on Widening Participation, EDI and Accessibility
* Section 8: Good Practice
* Section 9: Reflection on Staff Academic Professional Development
* Section 10: External Examiner/External Engagement
* Section 11: PSRB and Other External Reports
* Section 12: Looking ahead
* Section 13: Programme Enhancement Plan (PEP) next 2022-23 academic year

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| Academic year of review | **2021-22 reporting year** |
| Faculty/ Institute and Department |  |
| Programme title(s) and awards |  |
| Subject lead |  |
| Course lead |  |
| Number of students at each level for reporting year | *Refer to the PowerBI reports for accurate figures* |
| Programme team involvement |  |
| Mode(s) of study |  |
| Months of Intake | *Does the programme have a September and or January intake* |

**Section 1: Progress update on last year's Programme Enhancement Plan (PEP)**

Please review progress made on actions from last year's PEP. Any action which was partly or not achieved must be included in the section 12 and 13 as applicable.

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|  | Action from last year's PEP | Status of action  *(Achieved, partly achieved or not achieved)* | Details of action taken | Impact of actions taken and whether success criteria have been met |
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**Section 2: Student profile data report: Module Achievement**

The module achievement data is available via E-Vision as a ‘module assessment report’. Academic colleagues can access this report by logging on to the E-Vision Portal under the **‘Admin’** tab select **‘module assessment report’** then **enter the relevant module code** and **select the 2021-22 academic session**. For each module, the report will show the module results by student, and there is a tick box option which also calculates min, max and average marks we recommend is selected. If you have any access issues, contact /log a call with the IT helpdesk who can resolve this for you.

Please provide commentary on achievement of cohort marks as well as module achievement rates that fall below the 85% cohort-pass threshold for **level 3** modules. Please also note the number of students in identified modules.

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| i) Module:  Level 3 achievement cohort marks (consider average or range of marks for each module) | Outline exceptions (consider any modules where average marks are lower or higher than overall level 4 performance. Also consideration of trends from previous years particularly if there was an action related from previous year) | Points of good practice that can be shared across the University.  List actions and targets required to improve achievement in 2022-23 (Please include timescales and person responsible for implementation) |
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| ii) Module:  List Level 3 achievement rates below the 85% threshold | Explanation  (Outline reasons why the achievement on this module is below the 85% benchmark) | Points of good practice that can be shared across the University.  List actions and targets required to improve achievement in 2022-23  (Please include timescales and person responsible for implementation) |
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**Section 3: Student profile data report: Student Retention**

Please provide commentary on student retention data relative to the benchmarking data provided.

*(See Table 1: Retention: 90% students progressing to UG Level 4)*

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| Improvement/Decline in Level 3 student retention data | Explanation  (Please provide specific details of any factors that may have influenced the score) | Points of good practice that can be shared across the University  List actions where data falls below targets and require improvement (Please include actions in the Programme Enhancement Plan) |
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**Section 4: Student profile data report: Finalists’ outcomes (Firsts and 2:1awards)**

Please provide commentary on finalist outcomes data relative to the benchmarking data provided.

*(See Table 1: Students receiving Good Honours 74%)*

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| Improvement/Decline relative to benchmark and past performance? | Explanation  (Please provide specific details of any factors that may have influenced the score) | Points of good practice that can be shared across the University.  List actions where data falls below targets and require improvement (Please include actions in the Programme Enhancement Plan) |
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**Section 5: Student feedback: Module Evaluations**

Please provide commentary on issues of importance reported through level 3 module evaluation feedback.

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| Section (taken from Evaluation template) | Points of best practice that could be shared across the University /module | Actions required to improve module performance in 2022-23  (Please include timescales and person responsible for implementation) |
| Section A: Your input |  |  |
| Section B: Module organisation and content |  |  |
| Section C: Teaching, tutor support and learning resources |  |  |
| Section D: Assessment and feedback |  |  |
| Section E: Overall judgement |  |  |

**Section 6: Student feedback: Staff Student Programme Forums**

Please provide commentary on issues of importance reported through level 4-6 staff student programme forums (*previously known as programme boards*).

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| Areas/categories students commented positively upon | Explanation | Points of good practice that can be shared across the University |
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| Areas/categories students noted as requiring improvement | Explanation  (Please provide specific details of any factors that may have influenced the score) | Actions required to improve performance in 2022-23  (Please include timescales and person responsible for implementation) |
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**Section 7: Widening Participation, EDI and Accessibility**

*(There is no data available at Programme level. The Planning team is working on providing data at Department/subject level. Some historic data is available in Table 1)*

Please reflect on progress and actions to include:

1. Activities undertaken within the programme during the 2021-22 academic year relating to a develop inclusive practices, aid accessibility and improve the experience of WP target groups identified in the Access and Participation Plan and/or students with protected characteristics. These could be activities relating to access, student retention or attainment or preparation for postgraduate study or highly skilled employment
2. Any challenges experienced relating to these areas (to inform planning and form the basis for future enhancements) and any support required
3. Steps being proposed for the 2022-23 academic year to continue the development of positive outcomes and experience of WP target groups, with a particular focus on APP targets relating to access, success or progression.
4. Examples of good practice in enhancing the programme approach to WP and EDI and/or the experience and outcomes of WP target groups

Please refer to the APP, agreed targets, and comment on how inclusivity was addressed via programme design and reinforced in curriculum delivery when completing this section – all available here:

* <https://www.stmarys.ac.uk/ctess/widening-participation/what-is-wp/what-is-widening-participation.aspx>

For further guidance and support on WP, the APP or EDI, please contact the WP team or Head of Widening Participation nikki.anghileri@stmarys.ac.uk

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| Widening Participation and Accessibility – progress and actions: | | Evidence of impact |
| Challenges | Steps being taken |  |
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| Examples of good practice | |  |
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**Section 8: Student Experience: Good Practice**

**If not already covered in previous sections**, provide a list of features which have been identified as good practice, i.e. which have been shown to enhance/improve the programme(s) and the student learning experience**.** Please include evidence of the impact of the good practice. For example consider how digital literacy, academic and practical skills and graduate attributes were embedded within the curricula. Include reference to External Examiner commentary, and the means by which each example has been, or could be, disseminated.

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| Good practice at module / programme level | Evidence of impact of Good practice | Means of dissemination |
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**Section 9: Staff Academic Professional Development**

*(See Table 1: Proportion of St Mary’s Staff with a HE teaching qualification (including AFHEA, FHEA, SFHEA, PFHEA)*

The Academic Development team provide a varied range of support to staff at St Mary's to help develop their academic practices and recognise and reward outstanding learning and teaching. For more information on our work focusing on developing an inclusive learning community and supporting all students reach their potential through developing staff expertise in learning and teaching, please see

<https://www.stmarys.ac.uk/ctess/academic-development/overview.aspx>

Please provide commentary reflecting on the following areas:

1. A brief summary of the impact of development activities taken during 2021-22
2. Plans for increasing staff numbers with teaching recognition (e.g. Fellowship of the Higher Education Academy)
3. Priority areas for staff development for the academic year 2022-23

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| Brief summary of impact of continuous professional development (CPD) during 2021-22 | Plans for increasing teaching recognition within your programme team |
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| Priority areas for staff continuous professional development in 2022-23 | |
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**Section 10: External Examiners/External Engagement**

Individual programme responses to External examiner reports should have already been provided to the External Examiners copying the Quality and Standards Team. If not, colleagues are reminded to do so at the earliest. Issues raised by external examiners that have resulted in an action must be included in Section 13: Programme Enhancement Plan and should be addressed swiftly through programme teams’ responses to external examiners.

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| External Feedback | Action Taken | Means of dissemination |
| Good practice as highlighted by External Examiners commentary |  |  |
| Were there any significant issues raised by External Examiners in their reports that require further action by the Programme, Department or University |  |  |
| Provide commentary on any external engagements and its impact on the offer |  |  |

**Section 11: Professional, Statutory and Regulatory Body (PSRB) and other external reports (if applicable)**

Where (re)accreditation visits have taken place in the reporting period, please state the programmes that have been (re)accredited and when the (re)accreditation agreement requires renewal. Include a summary of recommendations from PSRB visits and a full PSRB reports should be submitted with the Programme review report. Issues raised by PSRB visits that have resulted in an action must be included in Section 13: Programme Enhancement Plan.

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| **Name of PSRB or External body** | **Date of Visit** | **Planned/ Unplanned** |
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| Provide a brief summary of the outcome of the visit and recommendations: | | |

**Section 12: Looking ahead**

Please provide commentary reflecting on the following areas:

1. Areas of development, challenges or risks to the quality of the student experience and/or standards of the programme(s), in particular any which concern teaching and learning, including learning resources and spaces. Please include supporting evidence, e.g. External Examiner comments or student feedback.
2. Your proposals for addressing each area of development, challenge and/or risk.

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| Challenge(s) | Proposed solution |
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**Section 13: Programme Enhancement Plan (PEP) for the current 2022-23 academic year**

Please list the actions and programme-level targets from the above sections plus any others, including Partly Achieved or Not Achieved actions from the past year’s plan (section 1 above), to enhance student learning opportunities and student outcomes. Refer to Table 1 for Corporate KPIs and Table 2 for B3: Student Outcome measures

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| **Programme Enhancement Plan 2022-2023** | | | | | |
| Key Performance Indicators or measures | Programme  Target | Specific actions required (or undertaken) to meet programme-level target and support continuous improvement | Review dates  2021-2022 | Progress report (interim data reports) | Additional actions to meet the Programme target |
| Curriculum Innovation and Enhancement |  |  |  |  |  |
| Recruitment and Marketing |  |  |  |  |  |
| Teaching on the programme |  |  |  |  |  |
| Assessment and Feedback |
| Academic Support |
| Student Retention |  |  |  |  |  |
| Student Completion |  |  |  |  |  |
| Module achievement / Level |  |  |  |  |  |
| Widening Participation (APP)/EDI |  |  |  |  |  |
| Add further rows for additional enhancement actions |  |  |  |  |  |

**Once completed, please upload with supporting documents to the programme review MS teams site for consideration by the relevant Faculty/Institute Academic Development Committee (F/IADC).**