

The University of Glasgow

Periodic Subject Review: Self Evaluation Report School/Subject

Guidance notes on the preparation of the Self Evaluation Report

Periodic Subject Review (PSR) is the University's Institution-led subject review required by the Scottish Funding Council. The Self Evaluation Report (SER) is central to the PSR process. The SER should demonstrate the School/Subject's approach to enhancement and provide a sense of the student learning experience. It provides an opportunity for greater reflection on areas relevant to the School/Subject's current situation and an opportunity to reflect on strategy for future development. The SER will set the agenda for the Review visit itself.

The SER template¹ is **indicative of topics for inclusion** but is not exhaustive and other areas can be included, if the School/Subject considers them relevant. The SER should approximately be no longer than 35 pages in length². This can be augmented by supporting data, if required.

1. Introduction

1.1.1 This section should also include a brief outline of the process to develop the Self Evaluation Review e.g. who was involved in the process. This should include consultation with students.

2. School/Subject Context and Strategy

2.1 Key Features of the School/Subject Context and Vision

2.1.1 This section should provide a (brief) overview of the School/Subject including:

- Range of provision under review
- Staffing
- Significant changes since the last review e.g. restructuring, physical resources

2.2 Strategic approach to enhancing learning and teaching

2.2.1 This section should detail the School/Subject's overall aims and linkage with the University Learning and Teaching Strategy and College Learning and Teaching Plan.

3. Enhancing the Student Experience

3.1 Admissions, Retention and Success

3.1.1 This section should:

- Include student numbers over the review period
- Composition and key trends in student population (including alternative routes)
- Approaches to recruitment
- Retention and progression rates e.g. first year completion rates should be analysed
- Reference to Destination of Leavers in Higher Education (DLHE Survey) data³

¹ The template is based on the Enhancement Led Institutional Review (ELIR) technical report

² This was increased from 15-20 pages by ASC in May 2015

³ Details can be found at: <https://www.hesa.ac.uk/stats-dlhe> <http://www.enhancementthemes.ac.uk/enhancement-themes/current-enhancement-theme>

3.2 Equality and Diversity

3.2.1 This section should identify how equality and diversity is supported in relation to admissions, student support and pedagogy.

3.3 Supporting students in their learning

3.3.1 Detail student support mechanisms including:

- Support for transition⁴ and induction
- Specific support for International students, widening participation students, Direct Entry into Year 2, etc.
- Role of Advisers of Studies/supervisors

3.4 Student Engagement

3.4.1 Analysis of how the School/Subject engages students in their learning.

3.4.2 Approaches to promoting the development of graduate attributes, including employability and internationalisation.

3.4.3 Effectiveness of feedback mechanisms e.g. role of class representatives and effectiveness of Staff-Student Liaison Committees, use of Student Voice, role of local and institutional surveys and closure of feedback loops.

3.5 Reflect on the effectiveness of the School/Subject's approaches to enhancing the student learning experience

4. Enhancement in Learning and Teaching

4.1 Learning and Teaching

4.1.1 Provide an introduction to the School/Subject's approach to enhancing learning and teaching including:

- Curriculum design and development
- Approach to Intended Learning Outcomes
- Evaluation of work based learning and placement and whether these continue to meet requirements
- Technology-Enhanced Learning and Teaching e.g. use of Moodle, Mahara, impact of the [E-Learning Strategy](#) in enhancing learning and teaching through technology

4.2 Assessment and Feedback

4.2.1 This section should outline the School/Subject's approach to, and effectiveness of, assessment and feedback including:

- Range of assessment methods
- Engagement with the Code of Assessment and Assessment Policy
- What/how do students receive feedback on assessed work
- Balance of formative and summative assessment

4.3 Approaches to identifying, disseminating and extending good practice

4.3.1 School and Subjects are encouraged to identify areas of good practice and to highlight how they disseminate and extend good practice within the School/Subject and beyond.

4.4 Resources for Learning and Teaching

4.4.1 This section may deal with topics such as staffing and physical resources.

⁴ Support for Transition is the latest National Enhancement Theme. Details can be found at: <http://www.enhancementthemes.ac.uk/enhancement-themes/current-enhancement-theme>

4.5 Engaging and Supporting Staff

4.5.1 The School/Subject should seek to analyse support for staff:

- Probationer and early career development support
- Ongoing support and development during academic career
- Support and training for GTAs

4.6 Reflect on the effectiveness of the School/Subject's approaches to enhancement in learning and teaching

5. Academic Standards

5.1 Approach to setting, maintaining and reviewing academic standards

5.1.1 This section should briefly outline the approach the School/Subject takes to assure the quality of learning and teaching and the student experience. This should include consideration of:

- Course and Programme Approval
- Annual Monitoring
- External Examiners
- Student Feedback
- Subject Benchmark Statements
- Scottish Credit and Qualification Framework (SCFQ)
- Accreditation requirements
- Other external references

5.2 Reflect on the effectiveness of the School/Subject's arrangements for securing academic standards

6. Collaborative Activity (where applicable)⁵

6.1 Key Features of the School/Subject Context and Vision

This section should briefly outline key features of any collaborative activity, range of provision and include strategic priorities.

6.2 Enhancing the Student Experience

This section should provide student numbers, approaches to recruitment and how students are supported including during induction, transition and how equality and diversity is supported.

⁵ Collaborative activity can be with partners both in the UK and overseas. This includes student mobility arrangements. Information on the types of collaborative activity can be found at:
<http://www.gla.ac.uk/services/academiccollaborations/typesofcollaboration/>

6.3 Enhancement in Learning and Teaching

This section should provide reflection on:

- Curriculum design
- Student engagement
- Approach and effectiveness of assessment and feedback
- Resources for learning and teaching
- Engaging and supporting staff

6.4 Academic Standards

This section should reflect on the effectiveness of the management of collaborative activities; how academic standards are maintained and enhanced.

7. Summary of perceived strengths and areas for improvement

7.1 Self-evaluation

This section should be a conclusion to the self-evaluation and a guide for the Review Panel and should highlight:

- Aspects of provision that are considered to be particularly successful and or worthy of wider dissemination as examples of good/best practice, where the evidence supports this
- Areas recognised for improvement, which should be prioritised, with indications given of how they will be tackled