

Year 1 Review

The programme co-ordinator will provide a short self evaluation commentary (suggested max of 10 pages) (SEC) on:

- how effectively the programme is operating in terms of the approved programme and signed collaboration agreement, including aspects relating to viability and demand. This should include a description of the management structure supporting the collaborative activities; details of how equivalence of academic standards is managed specifically in relation to course delivery and assessment; staff recruitment, development and enhancement and an overview of student numbers against target numbers and income predictions
- the quality of the student learning experience, including access and quality of student support
- areas of good practice and plans for the enhancement of the programme and or partnership
- the effectiveness of mechanisms for the approval of published information provided by the partner organisation to prospective and current students

The SEC should be evaluative and self critical as appropriate.

The review should be undertaken by a panel that should include as a minimum:

- the Dean (L&T) or Dean (Graduate Studies), as appropriate [Convener]
- SRC College Convener or other SRC representative
- Head of Academic and Student Administration
- College Quality Officer and College HR Managers (if relevant)
- College Finance Manager or delegate
- an academic member from another College with experience of academic collaborations
- other relevant staff depending on nature of collaboration.

The review is undertaken through dialogue between panel members and representatives from the programme team from all partners involved in the collaboration. The following would be considered as part of the review and should be submitted together with the SEC.

- the collaboration agreement (including full annexes)
- minutes of meetings relevant to the management of the programme such as Boards of Studies and the Student-Staff Liaison Committee (or equivalent), and programme specifications
- programme annual monitoring report, including student performance data and student feedback
- External Examiner reports
- Accreditation reports from professional bodies as appropriate
- student handbook and other learning resources provided to students (e.g. Moodle resources)
- sample publicity and marketing material
- a sample of learning and teaching material, such as teaching packs

The panel will report to the relevant College committee (Learning & Teaching, Graduate School Board, etc. and ultimately ASC) on the effectiveness of the management and delivery of the collaboration agreement and collaborative programmes within the scope of the review.

The report will be written as an evaluative commentary on:

- how effectively the programme is operating in terms of the approved programme and signed collaboration agreement, including aspects relating to viability and demand;
- the quality of the student learning experience;
- areas of good practice for dissemination within the College or University and recommendations for the enhancement of the programme;
- the effectiveness of mechanisms for the approval of published information provided by the partner organisation to prospective and current students to ensure that all marketing, publicity and promotional material is approved by the University.

A copy of the report will be submitted to the Academic Collaborations Office (ACO).

The review will be initiated by the Academic Collaborations Office who will notify the relevant College Head of Academic and Student Administration who will in turn contact the relevant programme coordinator or leader.

The Year 1 review differs from the partnership review.