Student guide to Annual Programme Evaluation (APE)

Every year your programme team uses your feedback and input from academics at other universities as well as other employers, sector experts and service users (as appropriate) to evaluate and improve the quality of the programme and your overall experience. This process is called Annual Programme Evaluation (APE).

Your feedback, external input and data on areas such as admissions, student progression and graduate destinations is collated into a single document. Student feedback is collected from a number of sources including module evaluations, surveys, 1-2-1 feedback, contributions at SSLCs and other in-person and on-line forums.

Your programme team will then evaluate the feedback and data and plan a series of developments designed to address any issues and make improvements. The APE document includes updates on the developments made in the previous year so you can see how they are progressing as well as developments being put into place during the current academic year. The programme team also provide a commentary on statistical data and give a summary reflecting on key areas covered during the evaluation.

When does it happen?

You will normally see the first draft of the APE at the first Staff Student Liaison Committee (SSLC) of the academic year. Some programme teams make the APE available on Moodle or via email so students who cannot attend the SSLC can comment. If you haven’t seen the APE or don’t want to raise concerns yourself then contact your Programme Representative who will be able to help.

What will students see?

You will have the opportunity to comment on the full APE document at least once during the year. Occasionally your programme team may keep some information confidential if the privacy of a student or staff member could be compromised otherwise. Your SSLC will have the APE as a regular agenda item throughout the year and you will receive updates on how particular developments are progressing. You are encouraged to ask any questions at the SSLC if you are not sure how an item is developing or would like to recommend that another item is added.

Why is my contribution important?

An essential component of the APE process is the way in which students and staff work in partnership to identify issues and what works best. The APE is continuously updated throughout the year.

Your views on developments to your programme and the way in which student feedback is being responded to are incredibly important. The APE asks for information on how you have been consulted and what your opinions are so the University can be assured that you have been consulted. Some developments will impact directly on your time here at City while others will be important to those studying on your programme after you – your help in improving our programmes year on year is essential to the success of City and each of its students.

What happens to the APE?

Your School Board of Studies will receive the APE at two points in the year to assure itself that quality and standards are as expected, that your feedback is being responded to, and that enhancements to the provision are being made. This also provides an opportunity for programme teams to read each other’s APEs and share good practice.

The University’s Education & Student Committee then receives an overview report of all the annual programme evaluations conducted during the year so that institutional themes can be identified and developments made to improve the student experience.

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