



# ANNUAL PROGRAMME EVALUATION (APE)

## POLICY

**Scope:** For all taught and research students studying for an award at City, including those on validated or collaborative programmes

**Date approved/re-approved**

Approved by Senate for implementation from 2011/12

Minor Updates April 2017

Approved by Senate June 2019

Minor Updates May 2021

**Date for review:** To be reviewed on a periodic basis, with allowance for minor annual updates of roles and responsibilities by Educational Quality Committee, as required by changes in law or in operational practices.

### **Equality and Diversity statement**

City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

Where relevant to the policy, decision-making panels will ensure a reasonable gender balance (with at least one man and one woman) and will actively consider representation of other protected groups.

## Annual Programme Evaluation (APE) Policy

### Scope

For all taught and research students studying for an award at City, including those on validated or collaborative programmes. To be read in conjunction with the relevant sections of the [Quality Manual: Programme Evaluation and Review](#).

### Introduction

City is committed to providing high quality programmes that support student achievement and high levels of student satisfaction. This is enabled by effective curriculum design and delivery, appropriate learning and teaching spaces, the establishment of a broader constructive environment and community for staff and students and effective integration between various management levels across City.

The Annual Programme Evaluation (APE) is designed to act as the single action plan for programme planning and development. It provides a mechanism for staff to review a programme's success at the end of each academic year and to capture actions designed to enhance that programme. It is also used to monitor those actions during an academic year.

Through the APE, Programme Teams (or, for research degrees, Senior Tutors for Research) can:

- reflect upon strong features and any good practice.
- confirm responses made and actions taken, or planned, in relation to issues raised by students.
- analyse programme-related management information and External Examiner reports.
- capture actions that support programme planning and development.
- identify clear responsibilities for development work and any support needed to assist implementation. This includes management support within Schools and/or from Professional Services.

APEs are completed for all programmes leading to an award of City. Tailored approaches exist for collaborative provision and research degrees. For collaborative provision, respective responsibilities are agreed between City and each partner institution.

### Student Voice

Students' views play a core part in the development of action plans designed to enhance their learning experience and the quality of their programme. When compiling APEs, Programme Teams will review the various sources of student feedback considered throughout the year. This includes:

- discussions at Staff-Student Liaison Committees (SSLCs) and Student Experience Committees (SECs)<sup>1</sup>.
- module evaluation outcomes.
- results from the institution-wide internal survey, *Your Voice*.
- results from the National Student Survey (NSS), Postgraduate Taught Experience Survey (PTES) or Postgraduate Research Experience Survey (PRES).

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<sup>1</sup> For postgraduate research degrees, other committees/fora may be used

Student representatives will be involved in reviewing feedback from students during the year, through SSLCs in particular. In addition, Programme Teams may share sections of a draft APE with students. Actions within APEs will be updated and/or new actions added in response to feedback from students.

### Development process

The Programme Director (or, for research degrees, Senior Tutor for Research) will normally lead the development of the APE. Supporting and oversight roles will be undertaken by Associate Deans (Education), Heads of Department (or equivalent) and Deans.

APEs will be completed according to these key principles:

1. APEs should normally be completed as soon as possible after the end of an academic year and approved at the first Board of Studies after this. This will normally be November (undergraduate programmes), January (postgraduate research programmes) and April (postgraduate taught programmes).
2. APEs should be updated throughout the year to reflect on-going feedback, developments and new data. Boards of Studies consider the APE reports twice a year to assure quality and support enhancement.
3. Progress in achieving the actions within an APE will be monitored through a standing item at Programme Committee meetings. Boards of Studies will receive a mid-year update on progress via Programme Committees (this will normally be in February/March for undergraduate and postgraduate research programmes and October/November for postgraduate taught programmes).
4. Students will be provided with updates on those actions designed to enhance student satisfaction and/or actions taken in response to student feedback. This would normally occur at SSLCs.

### Management Information

The APE includes programme-related management information that relates to various aspects of a student's learning experience. This data should be reflected upon throughout the document and used to identify actions.

### Institutional oversight

APEs for internal provision are approved by Boards of Studies on behalf of Senate. Institutional consideration of key themes arising from these APEs is facilitated through reports to Educational Quality Committee. These will normally be received in January/February (undergraduate programmes) and May/June (postgraduate taught and postgraduate research programmes).

APEs for validated provision are approved by Course Boards on behalf of Senate. Institutional consideration of key themes arising from these APEs is facilitated through a report to the Collaborative Provision Committee.

### Guidance

Further advice on the compilation and use of APEs is provided in the [guidance](#).

<b>Policy Title</b>	
Annual Programme Evaluation (APE) Policy	
<b>Policy Enabling Owner and Department</b>	<b>Responsible for Implementation and Department</b>
Student & Academic Services – (QUAD)	Student & Academic Services – (QUAD)
<b>Approving Body</b>	<b>Date of Approval</b>
Senate	July 2011
<b>Last Reviewed &amp; Version</b>	<b>Review Due Date</b>
April 2017 (V2) June 2019 (V3) June 2021 (V4)	June 2024
<b>Publication of Policy</b> ( <i>tick as appropriate</i> )	
<b>For public access online (internet)?</b>	
<input type="checkbox"/> <b>Website Link:</b> <a href="https://staffhub.city.ac.uk/data/assets/pdf_file/0007/377566/Annual-Programme-Evaluation-APE.pdf">https://staffhub.city.ac.uk/data/assets/pdf_file/0007/377566/Annual-Programme-Evaluation-APE.pdf</a>	
<b>Storage of Policy</b> ( <i>Previous versions of the policy must be stored in the drive by the author</i> )	
<b>Drive Address:</b> S:\QUAD\Georgia\APEs\APE 2018_2019\Policy	
<b>Queries about this policy should be referred to</b>	
<i>(Insert contact name, email address and department)</i>  Georgia Moustaka Quality & Standards Officer Student & Academic Services – (QUAD) <a href="mailto:Georgia.moustaka@city.ac.uk">Georgia.moustaka@city.ac.uk</a>	