Summary of Key Changes –
Undergraduate, Postgraduate Taught & Postgraduate Research Annual Programme Evaluation (APE) forms for 2018/19

Introduction
In May 2018 Senate approved a proposal to review and revise the APE guidance and form for 2018/19 to align with the requirements of City’s KPIs, Subject-Level TEF and NSS. An APE Working Group was established in January 2019 comprising academic and professional staff representatives from Schools and Professional Services. It has, over the course of 4 workshops and in consultation with relevant stakeholders (including ADE Forum and TEF Steering Group), revised the 2018/19 APE UG & PGT paperwork as follows:

Key Changes:
Undergraduate APE Form 2018/19:

- The form has been numbered into clear sections 1 – 5 in order to streamline the information being requested and avoid duplication.
  1. Programme Details & Tracking
  2. Executive Summary
  3. Areas for Improvement Action Plan
  4. Reflection on Programme Management Information
  5. Student Survey Scores & Actions

- **Section 2. Executive Summary**: has been developed to replace previous sections ‘Targets and Staging Points’ and ‘Summary Evaluation’.
  
  The new section provides a much more robust space for reflection on the three key KPIs (Student Experience, Progression & Employability) requesting for reflection on key areas of good practice and current initiatives which are evidence based as well as areas for improvement with clear actions against each KPI.

  This section has also been aligned to the Subject-Level TEF Criteria and ensures the information provided at programme level is sufficient for supporting the drafting of the subject-level narratives for TEF 5 in 2019/20 and beyond.

- **Section 4. Reflection on Programme Management Information**: has been moved from an Appendix into the body of the form and has been renamed from ‘Appendix 1. Management Information’ to a Reflection on Management Information in order to better reflect the detail of information being requested.

  The data tables in the previous years from have been moved from the form to the guidance document to be used as templates and guides to the data being requested.

  The space now provides programme teams with the opportunity to inset/ attach a table they have stored locally or have exported from SITS / SAP-BW, this has been agreed in order to avoid the duplication of work and human error in the data.
A space has now also been developed that explicitly required programme team to reflect on the data being reviewed, commentary is required on any changes and trends in the data for the last 3 years and for a reflection on performance against School and Institutional targets.

- **Section 5. Student Survey Scores & Actions:** similarly to section 4 the table for this has been moved to the guidance document and a commentary on performance, changes and trends has been added. Actions related to the NSS outcomes as in the previous year’s APE are still being explicitly requested via the action plan in Section 3.

**Postgraduate Taught APE Form 2018/19:**

- Similarly to the revised UG form, the PGT form has been numbered into clear sections 1 – 4 in order to streamline the information being requested and avoid duplication.
  1. Programme Details & Tracking
  2. Executive Summary
  3. Areas for Improvement Action Plan
  4. Reflection on Programme Management Information

- **Section 2. Executive Summary:** has been developed to replace previous sections ‘Targets and Staging Points’ and ‘Summary Evaluation’.

  The new section provides a much more robust space for reflection on the three key KPIs (Student Experience, Progression & Employability) requesting for reflection on key areas of good practice and current initiatives which are evidence based as well as areas for improvement with clear actions against each KPI.

- **Section 4. Reflection on Programme Management Information:** has been moved from an Appendix into the body of the form and has been renamed from ‘Appendix 1. Management Information’ to a Reflection on Management Information in order to better reflect the detail of information being requested.

  The data tables in the previous years from have been moved from the form to the guidance document to be used as templates and guides to the data being requested.

  The space now provides programme teams with the opportunity to inset/attach a table they have stored locally or have exported from SITS / SAP-BW, this has been agreed in order to avoid the duplication of work and human error in the data.

  A space has now also been developed that explicitly required programme team to reflect on the data being reviewed, commentary is required on any changes and trends in the data for the last 3 years and for a reflection on performance against School and Institutional targets.
Postgraduate Research APE Form 2018/19:

- The PGR form has been numbered into clear sections 1 – 6 in order to streamline the information being requested and avoid duplication.
  
  1. Programme Details & Tracking
  2. Executive Summary
  3. Overview by Associate Dean (Research)
  4. Areas for Improvement Action Plan
  5. Reflection on Programme Management Information
  6. Postgraduate Taught Experience Survey (PRES) Scores & Actions

- **Section 2. Executive Summary**: has been developed to replace previous sections ‘Targets and Staging Points’ and ‘Summary Evaluation’.

  The new section provides a much more robust space for reflection on the six PGR key indicators:

  a) Admissions & Induction  
  b) Training & Research Development  
  c) Progression & Completion  
  d) Examination  
  e) Publication & Careers Development  
  f) Student Experience

  Each section requires for reflection on key areas of good practice and current initiatives which are evidence based as well as areas for improvement with clear actions.

- **Section 5. Reflection on Programme Management Information**: has been moved from an Appendix into the body of the form and has been renamed from ‘Appendix 1. Management Information’ to a Reflection on Management Information in order to better reflect the detail of information being requested.

  The data tables in the previous years from have been moved from the form to the guidance document to be used as templates and guides to the data being requested.

  The space now provides programme teams with the opportunity to inset/ attach a table they have stored locally or have exported from SITS / SAP-BW, this has been agreed in order to avoid the duplication of work and human error in the data.

  A space has now also been developed that explicitly required programme team to reflect on the data being reviewed, commentary is required on any changes and trends in the data for a reflection on performance against School and Institutional targets.