

**Annual Programme Evaluation (APE)**

**Validated Institutions – Research Programmes 2022/23**

**1. Programme Details & Tracking**

*This form should be completed with reference to the* [*Validation & Institutional Partnerships Guidance*](https://staffhub.city.ac.uk/student-and-academic-services/policies-and-guidance/quality-manual/programme-evaluation-and-review) *and the* [*Guidance for Annual Programme Evaluations for Validated and Institutional Partnership Programmes*](https://staffhub.city.ac.uk/student-and-academic-services/policies-and-guidance/quality-manual/programme-evaluation-and-review) *as soon as reasonably possible after the end of the academic year. It is not necessary to wait for data to become available; this should be added as it becomes available. The APE, and updates made to it are reviewed regularly by the Course Board*

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| **Programme(s) Covered**  |
| *Please state all programmes and routes covered* |
| **Academic Year Under Review**  |
| 2022/23 |
| **Programme Director(s)** |
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| **Key Contact**  |
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| **Date of next Re-Validation**  |
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**------------------------------------Progress Tracking------------------------------------------**

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| **Date received by Board of Studies** |
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| **Date last reviewed by Course Board**  |
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| **Date last reviewed by Student Staff Liaison Committee (SSLC) or Equivalent**  |
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**2. Developments on Academic Year Under Review & Future Enhancements**

Please provide a reflection of any developments that have taken place in the previous academic year and any future enhancements that may have arisen:

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**3. Approved Research Supervisors**

Please provide a list of approved Category A or Category B research supervisors:

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**4. Areas for Improvement – Action Plan**

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| **No.**  | **Area for Improvement** (Issue or concern, please specify the source) | **Action** (Please note if this is a new or ongoing action and if there is any support need for the implementation of the action) | **Action Owner** (Who will lead this action) | **Intended Impact** (Criteria to judge success) | **Deadline** (Or completion date) | **Status of action & Impact** (E.g. complete /Ongoing / long term priority) |
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*[Add more boxes as required to ensure all key actions are note]*

**5.Your Voice, Our Action**

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| **Changes made within the Programme as a direct result of feedback received via student surveys or other channels (e.g. SSLC):** please list each area separately  |
|  | **Area (please specify)** | **Student Feedback****You Said** | **Change Implemented** **We did**  | **Impact on student experience (include student views on actions taken)**  |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

*[Add more boxes as required to ensure all changes implemented are captured]*

**6. Management Information**

**6a. School Annual Monitoring Reports**

These reports enable Schools/Departments to monitor the progress of those students whose intended award is a doctoral degree and to ensure that appropriate and timely action is taken by Schools/Departments if necessary.

**Notes for completion**

these figures should include all internally and externally registered students;

any part-time overseas students included in this data should normally be registered externally;

only those students who are currently registered as MPhil/PhD students should be included;

the census date is 31 July of each academic year;

Students who switch mode of study from full-time to part-time (or vice versa) before transferring to writing-up are counted as part-time students.

**School annual monitoring report for Full Time, MPhil/PhD & PhD students**

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| **Please attach / insert your School annual monitoring report for Full Time, MPhil/PhD & PhD students (or equivalent)** *Please comment on any reasons for changes and trends data on the programme over the last 7 years.*  |

**School annual monitoring report for Part Time, MPhil/PhD & PhD students**

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| **Please attach / insert your School annual monitoring report for Part Time, MPhil/PhD & PhD students (or equivalent)** *Please comment on any reasons for changes and trends data on the programme over the last 7 years.*  |