

**Annual Programme Evaluation (APE)**

# Validated Institutions – All INTO Programmes 2022/23

**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)** |
|  |
| **Key Contact** |
|  |
| **Date of next Re-Validation** |
|  |

**------------------------------------Progress Tracking------------------------------------------**

**Date last reviewed by Course Board**

**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:

# External Examiner Reports

Please use this space to highlight areas of good practice, recommendations and comments made by the External Examiner(s) formally within the report as well as any relevant verbal feedback.

Please note actions being taken in response to recommendations must be reflected in each programme’s APE Action Plan with appropriate actions and dates for resolution.

## Were there any elements of Good Practice or Strengths highlighted within the External Examiner report(s) or given as verbal feedback?

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| --- |
| *Yes / No* |
| *If Yes please include details* |

* 1. **Were there any Recommendations or Items for Response highlighted within the External Examiner report(s) or given as verbal feedback?**

|  |
| --- |
| *Yes / No* |
| *If Yes please include details* |

* 1. **Please add details of any other comments made that you would like to highlight?**

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

Please provide details of any actions still open from the NSS outcomes, the External Examiner report(s), your last Periodic Review and any other additional actions that have not already been captured in Section 2 above.

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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 where applicable)** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

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

# 6. Management Information

Please complete management information data with reference to template tables provided within the [Guidance for Annual Programme Evaluation](https://staffhub.city.ac.uk/student-and-academic-services/policies-and-guidance/quality-manual/programme-evaluation-and-review).

## 6a. Admissions Data

**Student Applications:**

*Please attach / insert data for 2020/21, 2021/22 & 2022/23. See guidance for template table.*

Please comment on trends in application data on the programme over the last 3 years including a reflection on the following:

* Any reasons for changes in application numbers and any trends
* Performance against Programme targets
* Performance against wider Institutional targets

**Student Intake:**

*Please attach / insert data for 2020/21, 2021/22 & 2022/23. See guidance for template table.*

Please comment on trends in intake data on the programme over the last 3 years including a reflection on the following:

* Any reasons for changes in intake numbers and any trends
* Performance against Programme targets
* Performance against wider Institutional targets

## 6b. Reasons for student withdrawals/transfers

**Reasons Students Withdraw or Transfer:**

*Please attach / insert data for 2020/21, 2021/22 & 2022/23. See guidance for template table.*

Please comment on trends in withdrawal data on the programme over the last 3 years including a reflection on the following:

* Any reasons for changes in withdrawal numbers and any trends.
* Performance against Programme targets
* Performance against wider Institutional targets

## 6c. Degree Class Distribution

**Students Degree Classifications:**

*Please attach / insert data for 2020/21, 2021/22 & 2022/23. See guidance for template table.*

Please comment on trends on degree class distribution data on the programme over the last 3 years including a reflection on the following:

* Any reasons for changes in degree class distribution and any trends.
* Performance against Programme targets
* Performance against wider Institutional targets