UNIVERSITY OF BIRMINGHAM

Annual Module and Taught Programme Review 2023/24
Guidance Notes

1. Overview

The Annual Review process for 2023/24 will include the usual review of key inputs by College Academic Policy Partners (CAPPs), who will produce a summary of the key issues for each School, by the end of August 2024. Heads of Education and/or Heads of Quality will complete the table of SMART actions, using the CAPP summary as a basis, enhanced by local information and knowledge to address issues raised. The action table should be completed and approved within the School and submitted to the Annual Review Teams site by no later than **Monday 7th October 2024**. CAPPs will then arrange approval by Chair's Action by the College Director of Education/Deputy Director of Education (DoE/DDoE). The action plan will be the foundation for discussion at the College Education Excellence meetings in early November 2024.

2. Timeline and Approval Process

26 July 2024	Schools to upload completed Module Review forms for all modules (except for PGT Dissertation modules) to Teams.
30 August 2024	UG Dubai Programme Review forms to be completed, approved by Heads of Education/Heads of Quality, and uploaded to Teams.
End of August 2024	CAPPs to provide Schools with their UG Annual Review summaries.
20 September 2024	UG Collaborative Provision, and Apprenticeship Programme Review forms to be completed, approved by Heads of Quality, and uploaded to Teams.
7 October 2024	Heads of Education (with support from Heads of Quality) to complete the action table. Action tables should be considered by School Executive Committees (CAPPs are available to support and advise SECs) in their development, and the final Head of School approved document uploaded to Teams.
11 October 2024	CAPPs to arrange CQAAC and DoE approval by Chair's Action
8 November 2024	Schools to upload completed Module Review forms for PGT Dissertation modules to Teams.
End of November 2024	CAPPs to update their summaries with PGT information
29 November 2024	PGT Dubai Programme Review forms to be completed, approved by Heads of Education/Heads of Quality, and uploaded to Teams.
4 December 2024 *(Papers by 20 November 2024)*	Finalised UG Annual Review SMART action table to be received by UQAC.
20 December 2024	PGT Collaborative Provision, and Apprenticeship Programme Review forms to be completed and uploaded to Teams.
22 January 2025	Heads of Education (with support from Heads of Quality) to update the SMART action table for PGT and upload the Head of School approved document to Teams.
26 February 2025 *(Papers by 12 February 2025)*	Updated Annual Review SMART action table (PGT) to be considered by UQAC.

3. **Key inputs and information for the Annual Review**

Schools are encouraged to undertake their own analysis of the Annual Review inputs, adding any additional actions arising from their own analysis to the action table. This analysis should involve review of the same inputs considered by CAPPs (Staff Student Forums; Annual Review data on Tableau and External Examiner reports), as well as actions arising from Module Review, Module Evaluation Questionnaires, student feedback, informal feedback from External Examiners, and module data spreadsheets (including consideration of 10-credit modules and number of students registered on modules, to follow).

4. **Student Involvement in Annual Review**

Schools are encouraged to involve students in shaping actions to address issues raised in the Annual Review summaries, through Staff Student Forums, online platforms, and/or focus groups, for example. It is recommended to invite student representatives to the School Annual Review meetings to ensure the input of student voice. The final action plan and reports on progress towards actions should be periodically shared with students via Staff Student Forums, as stated in the Code of Practice on the Student Representation System.

5. **Arrangements for Collaborative Provision, Apprenticeship Programmes and Accredited Programmes and Dubai Programmes**

It is the responsibility of Programme Directors, and Collaborative Programmes Officers/College Apprenticeship Partners as appropriate, to ensure that the Collaborative, Apprenticeship, or Dubai Programme Review forms are uploaded on Teams, discussed at School-level. Collaborative and Apprenticeship Programmes should be considered by the College Quality Assurance and Approval Committee for approval before they can be submitted to the University Collaborative Provision Committee or Apprenticeship and Skills Bootcamp Steering Group as appropriate.

Collaborative Provision
Validated programmes, new UoB collaborative programmes (in their first two and possibly third year), and UoB programmes involving a significant proportion of delivery by a collaborative organisation are required to complete a Collaborative Programme Review form. UoB collaborative programmes that have been established for 3 or more years are not normally required to complete one. The Collaborative Provision team will be able to give guidance on this process if necessary.

Apprenticeship Programmes
All Apprenticeship programmes are required to complete an Apprenticeship Programme Review form, which inform our Self-Assessment Review 2023/24 that is submitted to Ofsted. Ofsted will use the SAR to assess risk, monitor standards and plan for inspection. The Apprenticeship Delivery Team will be able to give guidance on this process as required.

Accredited Programmes
Although there is no requirement to complete separate Programme Review forms, it is accepted that some Schools may wish to implement a form-based exercise in order to meet the requirements of the relevant professional body.

Dubai Programmes
All programmes that are delivered at the Dubai campus are required to complete a Programme Review form. Any key points/issues should be included in the School's action plan.

6. Non-College programmes

Non-College based programmes, such as those in the BIA, HEFi, Careers Network, and Liberal Arts and Natural Sciences will complete a Non-College Programme Review Form. Non-College Programme Review Forms should be completed and uploaded to [Teams](#) by 1st October 2024. For PGT Non-College programmes, Non-College Programme Review Forms should be completed and uploaded to [Teams](#) by 22 January 2025.

7. Queries Regarding the Annual Review Process

Any queries concerning annual review should be directed to College Academic Policy Partners (CAPPs), who are available by email and Teams:

Arts and Law	Thomas Melia t.m.melia@bham.ac.uk
Engineering and Physical Sciences	Andy Watkins a.w.watkins@bham.ac.uk
Life and Environmental Sciences	Rose Pardo Roques r.pardoroques@bham.ac.uk
Medicine and Health, and non-College provision	Tamzin Knox t.knox@bham.ac.uk
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