



Quick Guide on Quality Assurance

Annual Review (of Programmes and Modules)

Main principles

The University has a system of Annual, Periodic, and One-off Reviews of its undergraduate and postgraduate programmes and modules, postgraduate research programmes, and collaborative programmes. Annual Review is part of this system, and it provides Schools with a yearly, regular opportunity to reflect on and evaluate the effectiveness of their teaching, with a view to continuously enhance its academic provision to students.

Objectives of Annual Review

- Enable academic staff to reflect on the effectiveness of their respective programmes and modules (eg: course content is up to date; course content provides educational challenge, and requires students to develop relevant skills; delivery modes and assessment processes are appropriate).
- Provide an opportunity for innovation and enhancement in relation to teaching, learning, assessment, and student support.
- Enable academic staff to ensure education equity, as part of maintaining quality and academic standards (eg: reflect on the pedagogical appropriateness of their approach for the cohort size, and for students not studying in their first language).
- Set out the School's strategic educational direction for the year, which is clearly linked to, and informed by, issues arising from the previous year's activity.

Key inputs and information for Annual Review

Schools review and utilise key inputs when completing their Annual Review. For some of these inputs Schools are provided with a summary of issues by the College Academic Policy Partners (CAPP) team in Registry, which help the Schools to prioritise their Annual Review actions. Schools should review other key inputs themselves. Key inputs include:

- Student feedback, eg: annual Staff Student Forum reports; Module Evaluation Questionnaires (MEQs); the National Student Survey (NSS); and, Postgraduate Taught Experience Surveys (PTES).
- External Examiners' (EEs') feedback.
- Module Review and Module Evaluation Questionnaires.
- Statistical data, eg: degree classification and awarding gaps, including for different diversity groups; new entrants and widening participation; non-continuation, and non-completion; students' attendance and engagement.

Annual Review form

Heads of Education, with assistance from the Heads of Quality, must complete an Annual Review of Taught Programmes form, which is eventually submitted to the relevant University Committee. The form consists of three parts:

- Part A (the Summary) provides a summary of concerns that have arisen from the CAPP review of the key inputs, and enables Schools to provide commentary and context for whether they will be creating an action to respond to the concerns noted, or why the concerns do not require one.
- Part B (the SMART Action Plan) provides a section for SMART actions to be created in response to those concerns raised in Part A, as well as providing space for any extra actions that the School wishes to add, following its review of the other key inputs. Schools will also clarify where an action from the previous year's annual review process has been carried over. In this section, there is also space for updates to be provided on the actions, which Schools are requested to complete at regular points throughout the academic year.
- Part C (Good Practice) includes any good practice which has been noted by the CAPP in their summaries, as well as any points that the School wishes to highlight from their local review.

Student involvement in Annual Review

In order to address issues raised in the Annual Review Summaries, Schools are encouraged to involve its undergraduate and postgraduate students in developing actions. Schools are advised to hold an Annual Review meeting, and undertake their own analysis of the Annual Review inputs; it is recommended to invite Student Representatives to such meetings, in order to ensure the input of student voice. Additionally, the final action plan and reports on progress towards actions should be periodically shared with students, via Staff Student Forums.

Further information

For more information regarding the Annual Review of Programmes and Modules, visit:
<https://intranet.birmingham.ac.uk/as/registry/policy/quality/annualreview/index.aspx>