Stage 2b (ii): Completion and Submission of School-level Review and Enhancement Report

GUIDANCE: School-level Review Reports (SRRs)

This document is a brief guidance note for completing the School-level Review Report (SRR), the template which is provided at Appendix 5a. Please also refer to the main AMR Handbook: Stage 2b(ii), Completion and Submission of School-level Review Report.

The School should submit the completed SRR to Academic Quality by 30 June.

Schools will undertake a review of all its programmes, delivered on and off-campus, by all modes of delivery. This will include a review of its partnership arrangements as per the Partner Annual Monitoring and Review process. A self-evaluation process, should be undertaken, analysing both past and planned activity.

The outcomes of the review and analysis should be summarised within the School-level Review Report. A brief, summarised commentary on the results should be provided (within the ‘Key Point Findings’ column) which may include favourable comments or issues of concern.

Where issues are reported, the School should provide brief details of intended actions to address such issues (within the ‘Actions/Progress’ column).

1. All Modes and Locations

   • This section of the template should be completed following a review and analysis of provision across ALL locations and modes of delivery.
   • Schools should ensure that the review includes an evaluation of the extent to which their own policies and procedures take account of the Expectations and Principles of the Code of Practice for the Management of Multi-Location, Multi-Mode Programmes.

1.1. Student Performance and Achievement (taught provision)

For each of the topics within this section, Key Performance Indicator data will be provided by the Planning Office. The School should undertake an analysis of the figures provided, making a comparison with previous years’ figures.

The specific topics for review under this section are:

- Entry Qualifications
- Assessment
- Retention and Progression
- Degree Awards (optional1)
- Graduate Employment

1.2. Student Performance and Achievement (Postgraduate Research)

For each of the topics within this section, the School should undertake analysis, making a comparison with previous years’ figures. The Planning Office will provide data on the number of PGR students eligible to complete annual progress reviews and on submission rate performance.

The specific topics for review under this section are:

- The proportion of PGR students completing annual progress reviews, (for both successful and unsuccessful outcomes).
- The proportion of PGR students submitting their theses within the maximum period specified for their degree.
- PGR exam outcomes.2

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1 Although the University tracks the percentage of good degrees, the data is not used for any specific process. Schools may wish to comment upon the distribution of awards across classifications within the SRER template (as felt appropriate) but it is not a mandatory requirement.

2 It should be noted (for comparative purposes) that from Academic Session 2019/20, the ‘major’ corrections option has been removed.
1.3. Academic Activity (taught provision)

The School should undertake a review of all academic activity, undergraduate and postgraduate taught, and summarise key point findings within this section.

- Academic activities (eg curriculum changes; relevant resources; academic practice; links to research and industry; good practice and support mechanisms)
- Learning and Teaching Strategy implementations and impact on overall performance
- Developments or key actions following Internal Audit or Academic Review

1.4. Academic Activity (PGR provision)

The School should undertake a review of all postgraduate research provision, and summarise key point findings within this section.

- Academic activities (eg training, development, support of PGR students; enhancement of the research culture; good practice; issues to be addressed)
- Strategy 2025 implementations and impact on PGR performance
- Developments or key actions following Academic Review

1.5. Feedback (taught provision)

This section should be completed following a review and analysis of the feedback submitted by (for example but not exclusively) students, staff and Chief/External Examiners. It may be appropriate to include feedback received from other stakeholders such as employers and Professional Statutory and Regulatory Bodies.

As a minimum expectation, student feedback mechanisms listed below should be considered. Feedback obtained through other mechanisms should also be considered.

- Course Feedback Surveys for Foundation, UG and PGT levels
- Annual Survey
- PTES;
- Other mechanisms such as SSLC and Student Representation Systems

1.6. Feedback (PGR provision)

This section should be completed following a review and analysis of feedback submitted by (for example but not exclusively) students, staff and external examiners.

As a minimum expectation, student feedback mechanisms listed below should be considered. Feedback obtained through other mechanisms should also be considered.

- PRES
- Other mechanisms such as Student Representation Systems

2. Multi-Campus Delivery

- (ie, delivery at any of the five campus locations)

This section should be used to provide additional comments in relation to issues that are related to multi-campus delivery or specifically to one particular campus and which have not already been mentioned in the previous sections. For example, in relation to current key University development such as:

- Student transfers between campuses
- Multi-Campus Collaborations
3. Off-Campus Provision
   - (ie, any other provision not delivered at one of the five campus locations)

   Following a review of all its activities, the School should analyse review outcomes for off-campus provision and may wish to highlight within this section, issues or good practice, that are specific to a particular provision, which have not already been mentioned in previous sections.

   1. Independent and Distance Learners
   2. Exchange Students
   3. Students on Industrial Placements
   4. Off-Campus Postgraduate Research Students
   5. Articulation Partnerships
   6. Approved Learning Partnerships
   7. Joint Collaborative Partnerships

4. Examples of Good Practice, Innovations, Enhancements
5. List of current key topics and issues
6. Recommended themes/topics for the annual AMR dissemination event
7. Feedback on the AMR process

   - For sections 4 5 and 6 summary lists are requested which are particularly helpful for the purposes of dissemination.
   - Section 7 provides Schools with an opportunity to recommend themes for the annual AMR dissemination event.
   - Section 8 provides Schools with an opportunity to provide feedback on the AMR process.

Refer back to the main AMR Handbook for the next stage of the process - Stage 2b (iii), University-level Review of School-level Review Reports.