

**GUIDELINES ON ANNUAL PROGRAMME MONITORING REVIEW (APMR)
SESSION 2004-05****1. INTRODUCTION**

The following guidelines and the attached pro-forma are intended to guide you in the preparation of your Annual Programme Monitoring Review (APMR) for Session 2004-05. As a result of feedback from the validating universities and the recent ELIR, the process has been reviewed and amended with a view to moving from an audit to an enhancement focus.

The new process will be piloted in the first term of academic session 2005-06.

2. PURPOSE

The APMR is one of the key ways in which the College assures the quality and standards of the education it provides and the continuous monitoring and enhancement of its provision. The aim of the process is to encourage reflection on the operation and development of programmes, with a view to maintaining and enhancing the quality and standards in teaching, learning and the overall student experience. In addition, the process will enable Schools/Departments to identify and share best practice across its programmes.

The emphasis is on critical self-evaluation against a range of evidence, and not on description.

The annual programme monitoring process, and the quality enhancement plans which result, inform and sit with the framework of the Strategic Plan, which defines the eca vision and objectives.

3. FORMAT AND CONTENT

As part of the Accreditation Agreements with Heriot-Watt University and the University of Edinburgh, the College is required to provide the Senate of the validating universities with an annual report on the operation of its degree programmes. This reporting procedure has been reviewed over the last two years in an attempt to reflect more accurately the terms of the Accreditation Agreements, which delegates maximum responsibility to the College for its own quality assurance and enhancement procedures.

To avoid unnecessary duplication the APMR pro-forma is designed to meet the requirements of both validating Universities and the College's own internal monitoring needs.

The pro-forma takes consideration of the QAA Scottish Quality Enhancement Framework and the recommendations within the QAA Code of Practice, Section 7, Programme, approval, monitoring and review – May 2000.

The pro-forma covers the following areas (details guidelines on completion of each section are included in the pro-forma). The information in the pro-forma should interface with the IRAP and Strategic Planning process.

In writing each section of your report, please don't forget to include examples of good practice and innovation, which you consider worthy of sharing with other areas of the College.

1. Introduction and Strategic Overview
2. Quality Enhancement Plan (QEP)
3. Internal Review of Academic Programmes (IRAP), Professional Statutory Body Reports (PSB's) and Modifications to Programme Structure and Curriculum
4. Student Data
5. Feedback and Response
6. Critical Appraisal
7. Staff Development and Research
8. Good Practice
9. Appendices

Action points arising from sections 3 – 8 should be summarised in the QEP (Section 2: QEP). It should be made clear in the QEP where the item is being referred to (school committee or programme committee or support department) and cross referenced to the section of the report where the issue is discussed should also be included.

You may also wish to indicate where an issue has been identified for inclusion in your School/Department Strategic Plan. A format is provided in Section 2 to assist with the production on the QEP.

4. RELATIONSHIP BETWEEN SCHOOL AND PROGRAMME

The process will be focused at programme level with separate reports being submitted for undergraduate and postgraduate programmes. The reports should be written/produced by programme leaders/directors (*in some cases this is also the Head of School*).

Individual reports, using the attached pro-forma, should be provided for all programmes listed at the end of these guidelines.

5. TIMESCALE FOR THE PRODUCTION, APPROVAL AND CONSIDERATION OF REPORTS

In order to manage the APMR process, it is recommended that draft reports are produced as soon as possible after the end of the teaching year (this has not been possible for academic session 2004-05). Early completion of the critical appraisal section of the report is particularly important as this will allow time for reflection and for any necessary action to be taken prior to the start of the following session.

It is recognised that Schools have different structures and may therefore wish to take different approaches to the completion of the APMR. For example, Heads of Schools who are also programme leaders may wish to complete the pro-forma themselves or request heads of department/pathway leaders to complete the pro-forma. Alternatively, a joint approach could be taken.

Prior to submitting the APMR to the Quality Office, all Schools will be appointed a list of Critical Friends. It is proposed that Critical Friends will include Heads of Schools, Heads of Departments and Programme Leaders. The role of the Critical Friend is to ensure the author of the report is provided with constructive feedback on the draft report. The objective of this process is to broaden the involvement of less experienced staff in institutional procedures.

Executive Summary/School Overview (pro-forma Section 1) of the APMR's should be considered and approved by a School/Programme Committee in **October or November 2005**. Reports should then be submitted to the Quality Office no later than **25th November 2005**. All reports will be considered by a sub-committee of the Quality and Standards Committee on **15th December 2005**. The report arising from this meeting will be included in the Annual Quality Report which will be submitted to the Validating Universities no later than **9th January 2006**. The Annual Report will be discussed by the joint eca/Heriot-Watt Validation Committee on **26th January 2006**. The Annual Quality Report to the University of Edinburgh will be discussed at the College of Humanities and Social Sciences Quality Assurance and Enhancement Committee on **27th February 2006**.

2005

1. **September**
(this will change to end of July in 2006) APMR guidelines and pro-forma issued to Schools.
2. **October – November** Executive Summary/School overview (pro-forma, Section 1) to be submitted (and recorded) to School/Programme Committee.
3. **14 - 21 November** Author of APMR meets with Critical Friend to discuss draft report.
Date of meeting to be arranged locally.
Suggested amendments, improvements can be made following this meeting.
4. **25 November** Final APMR forms to be returned to the Quality Office

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5. **15th December**
(full day meeting with lunch and refreshments provided) Sub-Committee of the Quality and Standards Committee meet to discuss and review the College APMR's.

Membership will include Heads of Schools/Departments who will have responsibility for presenting the APMR's. The presentation will focus on institutional issues, key themes e.g appeals, plagiarism, best practice and enhancement plans.

6. **January – February** Outcome of the APMR process to be discussed (and recorded) at School/Programme Committee.
7. **9th January** Analysis of the APMR (report from the Sub Committee of the Quality and Standards Committee) will be included in the Annual Quality Report to University of Edinburgh and Heriot-Watt University.
8. **26th January** eca/Heriot-Watt University Validation Committee.
9. **21st February** Summary of issues raised presented to the Learning and Teaching Board.
10. **27th February** UoE, CHSS, Quality and Standards Committee.
11. **21st March** Summary of issues raised presented to the Learning and Teaching Board.

Please note that sample questions listed in each section of the pro-forma are intended as prompts only. As a general guide, when you discuss an issue in your report you should identify where/how it was raised and what action you have taken or plan to take to address it.

An electronic version of this document is available from the Quality Office intranet site. If you require further assistance or clarification please contact quality@eca.ac.uk

Please remember that all APMR documentation could be made available under the Freedom of Information Act.

**PROGRAMMES/ACADEMIC DEPARTMENTS
SUBJECT TO ANNUAL PROGRAMME MONITORING**

Bachelor of Architecture (Hons)
Diploma in Architecture
Master of Architecture
Diploma/MSC in Architectural Conservation
Diploma/MSC in Urban Design
Diploma in Architecture and Architectural Conservation
Diploma in Architecture and Urban Design

Master of Arts in Landscape Architecture (Hons)
Postgraduate Diploma in Landscape Architecture
Master of Landscape Architecture
Diploma/MSC in Golf Course Architecture

Master of Fine Art in Art, Space and Nature

Bachelor of Arts in Painting
Postgraduate Diploma/Master of Fine Art in Painting
Postgraduate Diploma/Master of Fine Art in Printmaking
Bachelor of Arts in Tapestry
Postgraduate Diploma/Master of Fine Art in Tapestry

Bachelor of Arts in Sculpture
Postgraduate Diploma/Master of Fine Art in Sculpture

Bachelor of Arts in Design and Applied Arts
Postgraduate Diploma/Master of Design in Design and Applied Arts

Bachelor of Arts in Visual Communication
Postgraduate Diploma/Master of Design in Visual Communication

Postgraduate Diploma/Master of Science in Contemporary Art and Art Theory

Bachelor of Arts in Combined Studies
Bachelor of Arts in Combined Studies (Art and Design)

BA (Hons) Art and Design (First Year Studies)

Centre for Cultural and Visual Studies (CVCS)

Lifelong Learning Provision