SECTION L: ANNUAL EVALUATION

1 Timetable for Annual Evaluation of Courses

1.1 Evaluation is done annually at course and module level to reflect on the key successes/issues from the last academic session and to identify actions required.

The evaluation of a course or programme of study, or where appropriate closely linked courses, is prepared at the end of each academic year and considered by the appropriate Course Committee. Completed reports should be submitted to School Boards for consideration at their first meeting of the following session. A School may establish a sub-committee of the School Board for this purpose, including appropriate student representation.

2 Contents of Annual Evaluation Reports

2.1 Annual Evaluation reports should be streamlined to focus on agreed indicators, e.g. external examiners’ comments, course statistics, student evaluation and feedback, responses to reviews and identification of best practice, with a brief report by the course leader including commentary on any issues raised in the previous year’s exercise and actions in the coming year.

Annual Evaluation reports for taught provision should be submitted via the University’s web-based system.

3 Lines of Report from School Board

3.1 School Boards may refer unresolved problems to the University’s Teaching and Learning Committee/University’s Research Committee and, if necessary, to the Senate itself. It is the responsibility of Deans to monitor any requirements identified as necessary during the evaluation process.