



## **Annual Programme Director's Review (APDR)**

The purpose of this template is to support the annual monitoring of programmes. It is a requirement of the LSHTM's quality assurance framework and the QAA's UK Quality Code for Higher Education that the outcomes of the annual monitoring of programmes be recorded, so that the LSHTM can triangulate data to ensure that there is a high quality of provision and that academic standards are being met. Programme Directors are required to fill out this template to ensure that there is consistency of monitoring on all programmes, which will then aid the production of summary reports for Faculty and institutional level monitoring. The annual review of programmes is an essential source of data for feeding into the periodic review of programmes, and for wider strategic planning within the Faculty and the LSHTM.

Programme Directors are responsible for completion of this template, which should be finalised during the Spring Term as directed by the Quality and Academic Standards office, for scrutiny by the Faculty Postgraduate Taught Committee. A faculty level summary of programme reviews is then finalised by the Taught Programme Director for submission to the QAS department for review at the Programme and Module Review Committee in the Spring Term. Any institutional-level themes arising from the faculty reports will be brought to the attention of the Senate Postgraduate Taught Committee.

Advice on completing this form can be provided by the Taught Programme Director and/or the QAS department.

The summary of annual statistical data is supplied by the Registry/Teaching Support Office. If you have any questions about PTES data, please contact the Quality and Academic Standards department at [qualityteam@lshtm.ac.uk](mailto:qualityteam@lshtm.ac.uk).

Please ensure that names of students and staff are **not included**. Actions assigned to staff should be Assigned to a position or role.

<b>Faculty</b>	
<b>Academic Year:</b>	
<b>Programme Title:</b>	
<b>Programme Director:</b>	

## 1. Executive summary of the last academic year

*Provide an overview of the programme over the past academic year.*

*Sources of data:*

*Include evidence-based references to any significant issues of good practice or concern relating to (where applicable):*

- *Demand, recruitment, retention, attrition, classification and destination for leavers.*
- *programme content, delivery, assessment*
- *support and guidance for students including equalities issues*
- *learning and teaching resources*
- *personal tutoring*
- *staffing and staff development*
- *collaborative working/partnerships*
- *student exchange and placement provision*

- *annual programme statistics*
- *external examiner feedback*
- *student feedback (e.g. module evaluations, PTES, programme committees)*
- *staff feedback (e.g. annual monitoring of modules, minutes of the Programme Committees and/or Faculty PGT Committee);*
- *outcomes from a recent periodic review or professional accreditation review that has taken place since the last annual programme review was undertaken; and*
- *other feedback e.g. any issues raised in meeting the needs of particular groups of students (including disabled students), employers, placement providers*

<b>2. External Examiner Feedback</b> <i>Set out the key points arising from the external examiner/s' report and any additional verbal feedback.</i>	<i>Please summarise your approach to actions taken or planned in response to external examiner feedback and the anticipated impact of these.</i>
<b>Comments:</b>	<b>PD Response:</b>

<b>3. Student and Staff Feedback</b> <i>Provide an outline of key points arising from students and staff feedback at programme level.</i>	<i>Please summarise your approach to actions taken or planned in response to programme feedback.</i>
<b>Key points from: Student Feedback</b> <i>e.g. PTES, Module Surveys, Forums, Prog. Committee</i>	<b>PD Response:</b>
<b>Key points from: Staff Feedback</b> <i>e.g. points raised at Programme Committee meetings and in AMRAPs</i>	<b>PD Response:</b>

#### 4. Student recruitment

*Outline of key points arising from recruitment data. For example, address reasons for changes in recruitment levels; performance against recruitment targets; projected plans for recruitment; the overall admissions pattern over the last 4 years.*

<b>New Registrations</b>	<b>19/20</b>	<b>%</b>	<b>18/19</b>	<b>17/18</b>	<b>16/17</b>	<b>Analysis</b>
<i>Full-Time</i>						
<i>Part-Time</i>						
<b>Total</b>						
<i>Home</i>						
<i>EU</i>						
<i>International</i>						
<b>Total</b>						

## 5. Completion, attainment

Outline of key points arising from data provided for student retention, attainment and destinations over the past year, with comparison against previous data as follows:

- Completion including number of passes, fails, suspensions/interruptions/ deferrals (across the previous 3 years).
- Summary of student destinations (e.g. number continuing for PhD at LSHTM or elsewhere, or employment within the sector students have studied in or not)

<b>Completion</b>	<b>19/20</b>	<b>%</b>	<b>18/19</b>	<b>17/18</b>	<b>16/17</b>	<b>Analysis</b>
<i>Pass</i>						
<i>Fail</i>						
<i>Interruption/ Withdrawal</i>						
<b>Attainment</b>	<b>19/20</b>	<b>%</b>	<b>18/19</b>	<b>17/18</b>	<b>16/17</b>	<b>Analysis</b>
<i>Distinction</i>						
<i>Merit</i>						
<i>Pass</i>						
<b>Destinations</b>	Key points from the Graduate Outcomes Survey; please contact the Careers team.					

## **6. Innovative / good practice and enhancement**

*Outline significant and demonstrable improvements to the student experience on the programme. In particular, highlight good practice or enhancements made which might also be transferable to other programmes.*

## **7. Professional and Statutory Regulatory Body (PSRB) feedback (where applicable)**

*Outline of key points arising from PSRB feedback. For example, summarise actions taken or changes made to the programme in response to PSRB feedback, and the impact of these. Make particularly clear any significant issues raised in PSRB feedback/ reports/visits.*

## **8. Management of Collaborative Provision (where applicable)**

*In addition to the information provided in sections 1 to 7, please comment on the effectiveness of the Collaborative arrangements and the joint delivery of the programme between the two institutions. Were there any operational concerns regarding the management of the programme and how were they addressed by the joint committees?*

## 9. Action Plan

*This may include actions identified in response to strategic developments, a response to issues raised via student feedback, planned curriculum developments, proposals for addressing resource issues etc.*

Action Number	Reason for Action	Planned Action	Person Responsible	Deadline	Outcomes	Open/Closed	Closure Date
1.							
2.							
3.							
4.							
5.							

## 10. Programme Specification Amendments

Is there anything arising from this report that requires a change to the Programme Specification?

Yes ☐

No ☐

Please note that *Major* amendments to the Programme Specification must be requested using the [Programme & Module Amendment Form](#) and be submitted through the Faculty Postgraduate Taught Committee (FPGTC) before final approval at the Programme and Module Review Committee (PMRC). Please note that **ALL** amendments should have had appropriate consultation at programme and faculty level, they may also require external examiner input. Programme amendments need to have final approval from the PMRC by July at the latest, if they are to be implemented for the next academic year plus one. The approving committee will ensure that any changes do not contravene the Competitions and Marketing Authority's (CMA) advice for HE providers on [Consumer Protection Law](#).

*Editorial* changes to Programme Specifications should be track changed and submitted to the QAS office for publication during the summer (May-August) 15 months prior to the academic year on implementation (e.g. July 2020 for a 2021/22 cohort).

## 11. Approval

<b>Programme Director(s)</b>	
<b>Date</b>	
This report should be approved by the Chair of the Faculty PGT Committee (TPD) for submission to the Quality and Academic Standards Office at <a href="mailto:qualityteam@lshtm.ac.uk">qualityteam@lshtm.ac.uk</a> .	
<b>Chair of the FPGTC (TPD)</b>	(signature)
<b>Date</b>	

## 12. Appendices

*List of appendices including documents such as survey (PTES); student data (recruitment, retention, attainment etc.); External Examiner reports; PSRB reports; Annual Module Reviews; Periodic Review report (where referenced):*