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# **Guidelines for Annual Programme Reports (APRs)**

(preparing for your Graduating Year Review (GYR))

The University of Otago uses Annual Programme Reports (APRs) to track the progress of new (conditionally approved) programmes/qualifications in preparation for their Graduating Year Review (GYR). The Committee on University Academic Programmes (CUAP) normally schedules the GYR within three years of the graduation of the first cohort of students of the new programme/qualification, and the GYR is the final step to gain full approval for the programme.

Once CUAP conditionally approves your programme, you will need to provide an Annual Programme Report (APR) each year up until the GYR. Once CUAP approves a successful GYR, you no longer need to undertake APRs.

**1. Annual Programme Report (APR)**

This process is the University’s response to feedback from CUAP in 2014 that the quality of Otago’s recent GYRs had declined. The Quality Advancement Unit and Academic Committees and Services – in consultation with the University’s CUAP representative and the Higher Education Development Centre (HEDC) – developed the APR template. The purpose of the APR is to facilitate the GYR by ensuring that departments monitor new programmes every year from the year of introduction in order to provide sufficient information to support and inform the GYR, as well as assure the Pro-Vice-Chancellors, key internal Committees and CUAP. If you need support to implement quality assurance monitoring for your programme, please seek assistance as early as possible (see Item 2, **Preparing for the GYR**).

Every year in March, Academic Committees and Services will send programme coordinators an information pack containing the APR template; the Guidelines for Annual Programme Reports (APRs); enrolment datasets from the Strategy, Analytics and Reporting Office (SARO); any APRs submitted for the programme in previous years, including feedback from the Board of Undergraduate Studies (BUGS) or Board of Graduate Studies (BoGS); the expected year that the GYR will be due; and the original proposal, along with supporting documents.

The first APR for the new programme is due in the year after the University first offers the programme. You should submit the APR to the Specialist, Academic Committees and Services in your Division in time for the Divisional Board to consider it at its July meeting.

Once the Divisional Board had reviewed the APR, you will receive feedback, and you may need to amend your APR prior to its submission to BUGS or BoGS. You may also receive feedback from BUGS or BoGS to assist with monitoring and preparation for the upcoming GYR. The Division will monitor and follow up any issues arising in APRs.

You must take care to ensure that no student can be identified from the APR. You should anonymise all information so that individuals are not identifiable.

If the programme has not yet been offered, or has attracted no enrolments, please explain why not and outline the intended future for the programme (i.e. Will it be deleted? If not, what action is necessary?). Please note that when a programme has not been offered or has attracted no enrolments for any five-year period following its introduction (as indicated on the original proposal approved by CUAP), its approval lapses. In such cases, you should either resubmit the programme to CUAP for re-evaluation (which entails submitting a new proposal through the same internal approval processes as the original proposal prior to CUAP submission) or formally delete the programme. If you decide to delete the programme, you should submit a [Deletion Proposal](https://www.otago.ac.nz/administration/academiccommittees/proformas.html).

**2. Preparing for the GYR**

The GYR process is similar to a programme review. The [Graduating Year Review (GYR) Handbook](http://www.otago.ac.nz/administration/academiccommittees/proformas.html#Graduating_Year_Review__GYR_) provides further details. To prepare for the GYR, programme coordinators must monitor the new programme by gathering and storing information such as student numbers and feedback from students, employers, accrediting bodies, and external assessors. This information helps prove that the programme is meeting its aims and the graduate profile. For guidance, you may refer to the document [Evidence for the Achievement of the Graduate Profile: Best Practice Guidelines](https://www.otago.ac.nz/administration/academiccommittees/proformas.html#Annualprogrammereporting). The GYR must outline any changes made to the programme subsequent to its conditional approval at CUAP. Keeping this information securely stored until you complete the GYR is crucial.

The APRs will help make the process easier by providing data to feed into the GYR Self-Review Report. In addition, the University’s [Guidelines for Teaching at Otago](http://www.otago.ac.nz/staff/otago027122.pdf)provide guidance on evaluative practice and identify a range of sources of evaluative data. HEDC offers an annual workshop called Preparing for a Graduating Year Review. The [HEDC website](http://hedc.otago.ac.nz/hedc/teaching/programmes/teaching-workshops/) provides more information. The Quality Advancement Unit also gathers a range of information through the Graduate Opinion Survey and Student Opinion Surveys. You may find further information on the [Quality Advancement Unit website](https://www.otago.ac.nz/quality/index.html).

**3. The GYR process**

Each year CUAP confirms which programmes are due to have their GYR. A self-review coordinator (normally the programme coordinator) is appointed in February and needs to complete a [Self-Review Report](http://www.otago.ac.nz/administration/academiccommittees/proformas.html#Graduating_Year_Review__GYR_) and compile the supporting evidence. The Quality Advancement Unity will send the self-review coordinator an information pack, including the Self-Review Report template and GYR Handbook. The self-review coordinator must complete the report by the end of April and submit it to the reviews administrators at the Quality Advancement Unit.

A GYR Panel is then convened to review the programme (normally in June or July). The Self-Review
Report and supporting evidence provide the key information for the review. The GYR Panel recommends whether the programme should be continued or discontinued. The GYR Panel submits its report to the Division for approval, and the PVC has the authority to override the GYR Panel’s recommendation. The Division then submits the GYR to the Board of Undergraduate Studies (BUGS) or Board of Graduate Studies (BoGS) before Academic Committees and Services submits it to CUAP. CUAP considers all the GYRs at its October meeting each year. Once CUAP approves the GYR the programme is fully approved, and there will be no need for any further APRs. From this point on the department’s usual monitoring processes will apply, in conjunction with the University’s 10-year cycle of academic reviews (or any other external accreditation required).

**4. Timelines**

1. **APRs**

Every year in March, Academic Committee and Services will provide programme coordinators with an information pack advising about the annual reporting process.

You must compile and submit the APR to the July meeting of your Divisional Board every year following the first year the programme is offered until the GYR year. BUGS and BoGS will discuss APRs in September each year, and your Divisional Board may advise you to complete amendments to your APR prior to submission to BUGS and BoGS.

You must store your APRs centrally in your department. The information in your APRs will feed into and provide evidence for your GYR.

1. **GYRs**

In the year that the GYR for the programme is due, a self-review coordinator (normally the programme coordinator) is appointed in February. The Quality Advancement Unit provides the self-review coordinator with an information pack, including the Graduating Year Review Handbook and the Self-Review Report template.

You must submit the Self-Review Report at the end of April. The GYR Panel convenes in June or July.

The Divisional Board considers GYRs in August, before the Division submits GYRs to BUGS or BoGs. Academic Committees and Services then submits GYRs to CUAP at the start of October. Once CUAP approves a successful GYR the programme is fully approved.