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| C:\Users\angma86p\OneDrive - University of Otago\Uni logo horizontal.jpg**Annual Programme Report[[1]](#footnote-1)****for the Year 2022****Programme Title:** **Programme/Department/School/Division:** **Year of Introduction**:**Expected Graduating Year Review (GYR) Due Date**: |

***Note: When completing this template, please be sure to frame the report so that it addresses the programme as a whole. Relevant information regarding constituent papers may be included, but be sure to distinguish when information concerns a specific paper rather than the programme as a whole, keeping in mind that in many cases the constituent papers will include students from other programmes.***

# Description

Provide a brief description of the programme structure, levels, and papers as approved by CUAP. Include paper titles, points, and NZQF Level. Describe succinctly, but in sufficient detail so that the programme structure may be understood without reference to the original proposal, the Calendar or websites, and write for a non-specialist audience. The description should be no more than around 200 words so that it can easily form part of the GYR, and it should generally not include a schedule or table.

# Changes Made to the Programme since Introduction

* 1. If any concerns were raised or changes requested by CUAP at the time of approval, indicate how they have been addressed. If the programme has had a delayed start, say so and explain why.
	2. Mention and explain any significant changes (from the original proposal) that have been made to the programme since its introduction, such as: deletion of papers; introduction of new papers; regulation changes; changes to the Graduate Profile; changes to the assessment regime.
	3. If any changes were reported in a previous Annual Programme Report, comment on their ongoing adequacy and appropriateness.

# Internationalisation

Refer to the Internationalisation section in the New Programme Proposal that introduced this programme. Did the programme meet the internationalisation objectives, targets, and goals identified in the proposal? If so, describe how these goals were met and how they will be maintained. If not, explain why. Describe any future plans for the programme regarding internationalisation.

# Te Tiriti o Waitangi

Refer to the Te Tiriti o Waitangi section in the New Programme Proposal that introduced this programme. Has the programme adhered to its statement on how it would be consistent with the University’s commitment to the principles of Te Tiriti o Waitangi? If so, describe how this was achieved and how it will be maintained. If not, explain why. Describe any future plans for the programme regarding commitment to Te Tiriti. Refer to Vision 2040 for further information regarding the University’s commitment to Te Tiriti.

# Mātauranga Māori

Discuss the ways in which the programme has integrated or plans to integrate te ao Māori, tikanga Māori, te reo Māori and mātauranga Māori into its teaching and learning. How does the programme support – or plan to support – aspirations of Māori students and staff? Refer to Vision 2040 and the University’s Māori Strategic Framework for further information.

# Pacific Content

Discuss the ways in which the programme integrates or plans to integrate Pacific content, perspectives, langauges, and pedagogies. How does the programme support – or plan to support – aspirations of Pacific students and staff? Refer to Vision 2040 and the University’s Pacific Strategic Framework for further information.

# Student Enrolment and Completion Trends

1. Provide information on student numbers enrolling and completing over the period the programme has been offered with respect to the following. (*Please refer to the datasets provided by the Strategy, Analytics and Reporting Office, which have been attached to the email initiating this report. You are welcome to simply copy and paste the enrolment data into this report, or you can provide your own data if you believe they offer more clarity. If you are providing your own data, explain why.)*

Table 1

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year | Predicted Numbers | Total Headcount | Full- time | Part- time | With- drawn | Year 1 | Year 2 | Year 3 | Year 4 | Year 5+ | Completions | EFTS |
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1. Discuss the data and comment on any anomalies such as disparity between the predicted student numbers (in the original proposal) and actual numbers. (*Please take care to ensure that no student can be identified in the Report. All information should be anonymised so that individuals are not identifiable.)*
2. If the programme has not yet been offered, or has attracted no enrolments, explain why not and outline the intended future of the programme. (*Please note that when a programme has not been offered or has attracted no enrolments in the five years following its introduction, its approval lapses. The programme should either be resubmitted to CUAP for re-evaluation or formally deleted*. *This report should outline the intended course of action. If the decision is made to delete the programme, Deletion Proposal (formerly labelled Form 5) should be submitted.)*

# Monitoring Programme Quality

1. What processes are in place to monitor programme quality? (These will have been identified in the original proposal.)
2. Summarise the evidence that has been generated by those monitoring mechanisms during the year under review by answering as many of the following questions as possible, using some examples. If you can’t answer a question, explain how you will gather evidence to answer it next year. Depending on the length of the programme, some of these questions may be more challenging to answer in the first year or two.
3. To what degree are the goals of the programme as stated in the original proposal being achieved?
4. How well are the Graduate Attributes being met?
5. How strongly does the evidence indicate appropriate content, delivery and assessment in the component papers?
6. How confident are you that students are satisfied with the programme?
7. What evidence do you have of industry acceptance, particularly in graduate employability?
8. If there is external moderation, what does this reveal about the quality and consistency of the assessment procedures?

# Highlights and Issues

* 1. Comment on what is going well and identify any examples of good practice – such as learning and assessment activities, employer involvement or special projects.
	2. Comment on any particular issues that have arisen and what is being done to respond to and improve upon them.

# Response to Previous Annual Programme Report (if applicable)

State how you have responded to any Divisional Board or other feedback arising from the previous year’s Annual Programme Report.

**Consent to Use this Report as an Example**

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|  | Please place a mark in this box if you do **not** consent to this report being posted on the University website as an [example of a recently](https://www.otago.ac.nz/administration/academiccommittees/proformas.html#Bestpracticeexemplars) accepted Annual Programme Report.  |

## Name of Staff Member Responsible for the Programme: ­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please type name)

**Name of Head of Department or equivalent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please type name)**

1. The University of Otago uses Annual Programme Reporting to track the progress of a new (conditionally approved) programme in preparation for its Graduating Year Review (GYR). A GYR is normally completed within three years of the graduation of the first cohort of students from a programme. The successful completion of a GYR is required by the Committee on University Academic Programmes (CUAP) to confirm programme approval. [↑](#footnote-ref-1)