
Annual Programme Monitoring Report Template

A. Fill in the following details of the programme for which this report is prepared

Title of Programme	e.g. <i>BE in Information Technology</i>
Year	e.g. <i>June 2021 to July 2022 (the month and year for which the report is submitted to Programmes and Quality Committee)</i>
College	e.g. <i>CST</i>
Programme Leader	e.g. <i>Yeshey Wangchuk</i>

B. Response to issues raised and actions planned in the previous (e.g. 2021) APM report

(New programmes should provide a response to the recommendations and conditions of the validation report in place of the action plan, while reviewed programmes should provide a response to the recommendations and conditions of the review report).

C. Evaluation of achievement of the programme's aims and learning outcomes

*This section should be a critical reflection of how the design and delivery of the programme have worked towards achieving the aims and learning outcomes of the programme over the period of monitoring. State what helped achieve the aims and learning outcomes and what hindered their achievement in relation to criteria set out in **Section A** (the subject matter reflects the programme aims, matches the level of the award, and provides a balance of conceptual and transferable skills) and **Section B** (subject matter reflects the needs of employers, is up to date, and takes account of changes in the subject and in the profession), of **F3 Quality Criteria, Wheel**. This section should NOT be a reproduction of the programme's aims and learning outcomes from the Definitive Programme Document.*

D. Evaluation of teaching, learning and assessment of the programme

This section should provide an evaluation of issues covered by aspects of Section D (teaching reflects the aims of the programme, encourages deep learning, has variety, is well planned, is enriched by research; assessment serves formative and summative purposes, good feedback is given to students) of F3 Quality Criteria, Wheel.

E. Evaluation of staff, facilities and learning resources

*This should be an evaluation of relevant factors related to staff, facilities and learning resources as set out in **Sections C & F of F3 Quality Criteria, Wheel**. Highlight situations where the lack of essential resources has hindered effective delivery of the programme.*

F. Evaluation of the programme's management and support to students

*This should be an evaluation of how the programme has been managed and support mechanisms provided to students against relevant criteria set out in **Sections G & H of F3 Quality Criteria, Wheel**.*

G. Changes that have been made to the programme and associated module(s) since the last APMR, e.g. changes to teaching learning approaches, assessments, student learning support or the subject matter. *How have these changes resulted in amendments to the Definitive Programme Document? State the changes, date and the body that endorsed the changes. Also specify the date on which the revised DPD was accepted by the Office of the Vice Chancellor.*

H. Commentary on provided data set attached as evidence under sub-sections (b) and (c) in Section M. (E.g. progression, completion, mark distribution, and result analysis). *Highlight any trends in the data and any programme concerns, e.g. outlying performance in a particular module and an analysis of possible reasons associated with these. Include student achievement that merits mention here.*

I. Major issues raised by students about the programme and its modules *(through module/programme feedback from students, via staff/student committees) and the Programme Committee's responses.*

J. Main issues, if any, raised by external examiners in their reports, and how these will be addressed.

K. Examples of good practice to share across the College and University.

L. Actions planned for the next year of the programme including staff development

(The action plan should include specific activities, timelines, and person/s responsible for implementation)

Sample action plan:

SI #	Activity	Timeline	Person/s responsible
1	Update reading list for Module "DEP507 Population and Health: Techniques of Analysis and Policy Perspective" by replacing essential reading " <i>Principles of Population Studies</i> " by Bhende, A.A., & Kanitkar, T. 1978 edition with the 2014/2015 edition	Before the end of the next semester (November 2018)	Programme Leader and Module tutor

M. Please attach the following documents as evidence to the APM Report

- Copy of the External Examiner's Report for the programme
- Statistics of every cohort on the programme in the format below.

Level		Student Numbers		
Year	Semester	Total	Repeating (semester or module)	Discontinued
1	I			

	II			
	I			
2	II			
....	...			

c. Student performance profile for each semester of the programme in number for each level of performance as set out in D1 Assessment regulations, paragraph 5.1 (Wheel). While calculating the performance profile:

- take the average of all modules prescribed for each semester of the programme.
- place all students in the levels of performance based on the percentage obtained, regardless of whether they have failed in a module/s.
- exclude students who are repeating modules/semesters.

The profile should be in the following format:

Level	Semester	Level of Performance by number of students				
		Outstanding (80% and above)	Very good (70 - 79.9%)	Good (60 - 69.9%)	Satisfactory (50 - 59.9%)	Fail (49.9% and below)
Year 1	I					
	II					
Year 2						
....	I					
	II					
*Graduating cohort's consolidated performance						

* This should be worked out on the overall performance of the cohort calculated for the duration of a programme as set out in D1 of the Wheel (i.e. 10:20:30:40 for a 4-year programme, etc.)

d. A list of other sources of evidence on which the APMR has been based such as employers views, first destination of graduates from the previous year of the programme.

N. Please indicate below that the report has been received and approved by the appropriate bodies:

	Date
Report considered and approved by the programme committee	
Report considered and approved by the College Academic Committee	
Final report forwarded to PQC	